

Safeguarding children and young people

Culloden Primary Academy values the work undertaken by adults who visit or work to support our community.

To ensure that our young people are safe at school, and to help keep yourself safe, this leaflet provides guidance for visitors to our site.

Please follow this guidance and keep our children and young people, and yourself SAFE.

Culloden Primary Academy is committed to meeting the public-sector equality duty and ask that all visitors support this commitment and have no communication that causes offence to others or undermines tolerance of other faiths or beliefs.

The fire alarm is **a continuous siren and a flashing red light for the hearing impaired.** If this should sound or the red lights flash leave the building by the nearest exit point and report to the Assembly Point. **This is situated in front of the Y4-Y6 block.**

Culloden Primary Academy is a non-smoking site.

All visitors must wear their security pass at all times whilst on the school site and should notify Reception when they are leaving. Their security pass must be handed in and they must sign out in the visitors' book before they leave.

The designated on-line safety lead for Culloden Primary Academy is Ben Carter

Culloden Primary Academy
Dee Street,
Poplar,
London
E14 0PT
Phone: 020 7364 1010
Email: info@cullodenacademy.org

Changing lives through excellence and inclusion



Safeguarding children and young people



Guidance for adults

Culloden Primary Academy is committed to the protection and safety of its pupils and staff.

Keeping everyone safe

Do...

- report any unacceptable behavior by a pupil to your supervisor and the school reception;
- be aware that inappropriate contact made away from the school environment as a result of you coming into contact with a pupil whilst you were on the school site may have an impact upon your employment or legal consequences;
- be aware that swearing and offensive language are not acceptable on this site;
- be aware that verbal interaction with pupils may be seen by them or others as being offensive, provocative or as harassment, even if this is not your intention;

Don't...

- respond to inappropriate verbal or physical contact from pupils. **If this occurs, it is your responsibility to report it immediately to the member of staff you are working with or school reception;**
- give any personal information to any pupil for example your telephone number;
- accept or respond to a pupil attempting to give you their personal information;
- accept verbal or physical abuse from a pupil – report this immediately. instigate verbal or physical contact with pupils (this applies both on and off site) unless it is an appropriate part of an agreed reason for your visit;

At Culloden Primary Academy we are fully committed to providing a safe environment for young people. We expect all visitors and volunteers to actively support this commitment.

Our safeguarding team

Tahreena Ward - Principal

Estee Jensen Van Rensburg -
Assistant Principal

Charlotte Baker - Assistant Principal

Abdul Gofur - Assistant Principal

Kavitha Nicholas-Raymond -
Assistant Principal

Shah Rashid – Assistant Principal

Whilst on our site all adults have a responsibility to keep our children and young people safe. All adults on our site also have a responsibility to keep themselves safe.

How to report a concern

Should you see or hear something that gives you cause for concern regarding the safety of a child or young person, please report this immediately to the safeguarding team.

How to contact the Designated Safeguarding Lead

Our safeguarding notice board is located at the front of school, by reception. Here you will find details of the Designated Safeguarding Leads. Should you have a concern, you can find the safeguarding team in the following location:

- **Tahreena Ward** - Principal's office, at the front of the school
- **Kavitha Nicholas-Raymond** - Y6 classroom, new build
- **Charlotte Baker** – Inclusion room, main building
- **Abdul Gofur** - Y6 Classroom, new build
- **Shah Rashid** - Y4 Classroom, new build
- **Estee Jensen Van Rensburg** - Y1 Classroom, main building

If your concern is about a member of staff, you must **only** take this to the person in charge of the school at the time. This person will be based in the Principal's office and

reception will tell you who this will be.

Professional telephone numbers

Multi-Agency Safeguarding Hub (MASH) (Referral Point) Tel: 020 7364 5601/5606

Police Child Abuse Investigation Team (CAIT) Tel: 020 8217 6484

What colour are the safeguarding forms and what do I write?

Safeguarding forms are **pink** and can be found **at reception and in the staff room**. You should complete safeguarding forms in as much detail as possible. If you are reporting a disclosure you should use the exact words given by the child or young person, even if these would normally be considered inappropriate. It is important you don't re-phrase any descriptions or words used so as not to misconstrue the disclosure or compromise its accuracy. Remember you cannot promise to keep confidence and you may need to report it to the Designated Safeguarding Lead.

When do I report a concern?

Report a concern to the DSL as soon as it is identified. Do not leave the site without having reported your concern. Remember if it feels wrong, report it.