

At Marton Primary Academy and Nursery we take our responsibilities for safeguarding very seriously. All visitors to our academy must provide identification (including supply teachers) and, if appropriate, evidence of enhanced DBS disclosure. Visitors without a pre-arranged appointment may be admitted at the discretion of the Head of School or Executive Principal.

All visitors and supply teachers are expected to bring any concerns about an individual pupil or about a safeguarding issue immediately to the attention of Miss Jo Reid (Designated Safeguarding Lead), Mrs Carol Skinner (Deputy Designated Safeguarding Lead), Mrs Sally Malin (Safeguarding Officer or Mrs Alice Coyle (Head of School)).

Marton Primary Academy and Nursery's Safeguarding and related policies are available in the school office or found on our website under Policies:

<https://mpa.bright-futures.co.uk/wp-content/uploads/2023/12/Safeguarding-Policy-MARTON-23-24.pdf>

The Designated Members of Staff for Child Protection are:

- Miss Jo Reid -Inclusion Leader
- Mrs Carol Skinner-Learning Mentor
- Mrs Sally Malin- Lead SSA

Chair of Governors and Lead Governor for Child Protection is:

- Mrs Trish Latimer

Head of School is:

- Mrs Alice Coyle

Executive Principle is:

- Mrs Ruth Coupe



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## **Safeguarding Guidance for Visitors, Volunteers and Supply Teachers**

Keeping Children Safe in Education (2016)  
(updated 2017, May 2018, September 2019,  
September 2020, September 2021 and  
September 2022)

Working Together to Safeguard Children  
(2015) (updated September 2018 and  
Feb 2019)

### **The Purpose of this guidance:**

- To safeguard pupils at our academy.
- To reduce the risk of staff, volunteers and visitors being accused of improper and unprofessional conduct.



### Your Responsibilities

All staff at Marton Primary Academy and Nursery, whether paid or voluntary, in teaching or support roles, have a crucial role to play in shaping the lives of our pupils. They have a unique opportunity to interact with them in ways that are both affirming and inspiring. Staff are in a position of trust and have a duty to keep pupils safe and to protect them from neglect and physical and emotional harm. Safeguarding incidents could happen anywhere and staff should be alert to the possible concerns being raised.

### What you should do if you are worried about a pupil

You may become aware whilst working with a child that there are problems at home, school or elsewhere that give you cause for concern. If you are worried about the safety of any pupil in this school you must report it to a designated member of Safeguarding Team. Photographs of the Safeguarding Team are displayed around school and the school office will provide you with details of how to call them on the internal phone system.

### What you should do if a child makes a disclosure or if you have a concern

- Listen to the child without displaying shock, disbelief or making judgements.
- Take what the child tells you seriously.
- Reassure the child that they have done the right thing in telling you.
- Allow the child to give a spontaneous account; not stopping a child who is freely recalling significant events.
- Do not interrogate the child, asking leading questions or criticise the alleged perpetrator.
- Where the injury is not visible, do not ask the child to remove/move clothing in order to see if there are any marks.
- Never guarantee confidentiality. Explain that you must pass the information on to a Designated Member of Staff for Safeguarding.
- Make some notes immediately. Simply record facts. Write these up and give to a Designated Member of Staff for Safeguarding so they can be recorded on CPOMS (the school safeguarding system) as soon as possible before the end of the day.
- Report your concerns to a Designated Member of Staff for Safeguarding as soon as possible.

### REMEMBER

Confidentiality is essential!  
Share your knowledge only with  
appropriate professional colleagues.

### What should you do if the alleged perpetrator is a member of school staff

Follow the Trust's WHISTLE BLOWING POLICY and report such allegations to the Head of School. If the allegation is about the Head of School contact the Chair of Governors.

### How to ensure your behaviour is always appropriate and professional

- Act, and be seen to act, within the child's best interests.
- Avoid contact which may lead any reasonable person to question the motivation and intentions.
- Avoid being alone with a child in confined and secluded areas.
- Ensure doors are left open or that you are visible to others.
- Never make arrangements to meet a child out of school hours.
- Do not establish or seek to establish social contact with a child with the purpose of securing a friendship.
- Do not photograph pupils, exchange emails or text messages or give out your personal details.