

Disclosure by a child

If a pupil discloses information about significant harm, you should:

- Listen
- Tell the pupil that you need to tell someone else—you cannot promise confidentially.
- Make accurate notes of what has been said by the pupil (in their own words) and pass this immediately to the DSL. (School office can give directions)

It is not your responsibility to investigate but to report to the Designated Safeguarding Leads.

Designated Safeguarding Lead:

Mr Simon Byrne – Interim Headteacher

Deputy DSLs:

Miss Gray – Deputy Headteacher

Mr Minto – SENDCo & Inclusion Lead

Mr Huggins – Learning Mentor

Miss Delaney – Pastoral Assistant

Miss Walker – Assistant Headteacher

Mr Collier – Assistant Headteacher

Other General Information

Fire and emergency evacuation: A copy of the fire procedure and directions to the assembly point can be found in every room. Please familiarise yourself with it on arrival. If the fire alarm sounds, a continuous ring, please leave the building immediately following the emergency exit signs to the nearest exit and assemble on the school playground. Pupils will line up in their classes facing away from the school building. Visitors will be directed to the visitors' registration area by a member of staff.

First Aid: Please ask at the school office if you need Assistance. If covering a lesson and a child is taken ill, use the class walkie talkie to call for a first aider/assistance.

Accidents & Incidents: Please report these to the school office.

Access to the Internet: All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT policy. Please ask our Headteacher for details.

Visitors' Toilets: Please ask at school office for directions.

Parking & Disabled Access: Parking is available in our car park and spaces can be reserved if necessary. There is ramp or flat access to the school building.

Reporting defective equipment or hazards: Please report these to the school office.

SUMMERFIELD PRIMARY SCHOOL



Visitor & Safeguarding Information

Welcome to

Summerfield Primary School

Please take a few moments to read this leaflet. We are committed to safeguarding and promoting the welfare of our children and this requires all staff and visitors to demonstrably share this commitment.

Contained in this leaflet is information about our child protection and safeguarding procedures and guidance on what you should do if you have any concerns.

At Summerfield Primary School, we believe that we can: Challenge it – report it – change it, together.

Please sign in on arrival and collect your visitors badge. Please wear the badge at all times to avoid being challenged by staff or pupils.

Remain with your host at all times unless we confirm we have had prior DBS clearance for you. If you have a red lanyard/badge, you must be accompanied by Summerfield Primary School staff at all times.

On departure please sign out and return your badge.

Summerfield Primary School

Telephone: 0121 675 2355

Interim Headteacher: Mr Simon Byrne

E-mail: s.byrne@sps.leightrust.co.uk

Website: <http://www.sumfield.bham.sch.uk>



Safeguarding Children

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone that has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

- Please refer to the back page of this leaflet for contact details of our safeguarding team. Alternatively, please contact the school office who can locate them for you.
- If there is any reason to suspect that a pupil has suffered bullying /child-on-child abuse, sexual harassment or discrimination, or is likely to suffer significant harm, you must inform the Designated Safeguarding Lead (DSL) immediately. Our staff will then follow the procedures according to the school Safeguarding Policy.

Please share any concerns with the safeguarding team personnel or reception. If you remember anything later, please contact:

s.byrne@sps.leightrust.co.uk

Children Acts 1989 & 2004

Education Act 2002

**Working Together to Safeguard Children
2026**

Keeping Children Safe in Education 2026

Keeping everyone safe

We hope that you have an enjoyable visit to Summerfield Primary School. Our main priority is to ensure that everyone who visits is aware of their responsibilities towards making sure all children are safe. As a visitor, please remember the following:

- If you are working in a 1:1 situation with a pupil, we must have confirmation that all the necessary safeguarding checks have been carried out including the Enhanced DBS disclosure.
- You must not have any physical contact with any pupil.
- You must never exchange personal contact details with a pupil or arrange to meet them outside of the school environment or connect with them via social media.
- The use of cameras and taking photographs is not permitted unless prior permission has been sought.

What is Abuse?

Any form of neglect, physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. It can happen to any child regardless of their age, gender, race or ability.

What is discrimination?

Direct discrimination is where you are treated less favourably because of a characteristic than someone without this characteristic would be treated in the same circumstances and there is no justification. This covers race, ethnic or national origin, language, religion or belief, gender, gender reassignment, sexual orientation, disability, social class, responsibility for other dependents or where the person lives.

What is bullying?

A willful, conscious attack on the self-esteem or the person of an individual pupil. It includes jibes, name-calling, silence/exclusion from the social circle, emphasising differences, threatening behaviour, racial/sexual harassment, extortion and physical attack. It may vary in severity, frequency and in the numbers of people involved.

People working in schools are uniquely placed to notice signs and symptoms of abuse and to support children who are subject to abuse or living in abusive situations.