

Staff Conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

- Immediately inform the Executive principal.
- In their absence, immediately inform the Vice Principal.

Fire/Emergency Procedures

Any person discovering a fire must:

- Operate the nearest fire alarm.

(The fire service will be called immediately by dialling '999' using the nearest telephone, when appropriate)

On hearing the fire alarm:

- When in class the order to evacuate will be given by the teacher, who will indicate the route to be followed.
- When not in class form a single file and move by the most direct route to the place of assembly - **the School Field**.
- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.

First Aid

Please ask at the office if you need assistance.

Accidents and Incidents

Please report these to the office.

Parking and Disabled Access

Visitors are welcome to park in the School car park. Please be mindful of children at the start and the end of the day.

Visitor toilets

These are located off the corridor by the office.

THANK YOU FOR TAKING THE TIME TO READ THIS LEAFLET.

St Francis Catholic & C of E Primary Academy

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Phone: 01983 857449

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Diocese of Chichester Academy Trust

Safeguarding Guide for School Visitors and Volunteers

St Francis Catholic & C of E Primary Academy



2025 - 2026

WELCOME TO ST FRANCIS CATHOLIC & C of E PRIMARY ACADEMY

We are committed to Safeguarding and promoting the welfare of children. As such we expect all staff, volunteers and visitors to share this common commitment.

Visiting our School

- Visitors are asked to read this leaflet in full on arrival on their first visit.
- All visitors must sign in at the office on arrival.
- Visitors will be issued with a lanyard that must be worn and visible at all times.
- Visitors must remain with their host at all times unless we have had prior DBS clearance for you. If you have a red lanyard, you must be accompanied by St Francis staff at all times.
- Mobile phones are not to be used on the school site.
- Photographs are not to be taken unless by prior arrangement.
- Report any unacceptable behaviour to a member of staff.
- When working with pupils ensure you are visible to others.
- All visitors must sign out at the office and hand back their lanyard.

Regular volunteers

- Volunteers must sign in and out at the school office.

Our regular volunteers, staff and governors have a valid DBS check and wear a Green lanyard.

If you feel that a child may be at risk of harm but are not sure, then inform one of the safeguarding team immediately. They will offer advice and take appropriate action.

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background or disability.

A copy of the schools Safeguarding policy is located in the school office and staff room.

Types of harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways:

Physical – when a child is deliberately hurt or injured.

Sexual – when a child is influenced or forced to take part in a sexual activity. This can also be an activity such as being made to look at inappropriate images.

Emotional – when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can be when children see their parents, or visitors to the home fighting or using violence.

Neglect – when a child is not being taken care of properly by their parents/guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school and being left home alone.

Remember...if in doubt...ask
Please do not leave our school without telling someone or doing something.

If a child discloses they might be subject to abuse:

- React calmly and listen carefully to the child
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- Do not ask leading questions or make judgements.
- Speak to a member of the Safeguarding team immediately.

Our Safeguarding team



Family Liaison Officer
Jenna Crane
Designated Safeguarding Lead (DSL)



Executive Principal
Deputy Designated Safeguarding Lead (DDSL)
Alex Augustus



Assistant Principal
Robert Craig
Deputy Designated Safeguarding Lead (DDSL)



Head of Safeguarding & People Ops Manager
Trust DSL
Dominique Ivil