OUR SAFEGUARDING TEAM



Mrs Sisson
Designated Safeguarding Lead (DSL)



Mrs Joyce
Deputy DSL



Mrs Manning
Deputy DSL
Anti-Bullying Governor



Mrs Tye
Deputy DSL



Chris White
Safeguarding Chair of Governors



ON ARRIVAL

Sign in at Reception
Wear your visitor badge at all times
Follow staff instructions
Stay within agreed areas
Sign out before leaving



Please take note of the Fire Procedures displayed in the area in which you are working.

If A Child Talks To You

If a child tells you something worrying:

DO
Stay calm
Listen carefully
Take them seriously
Reassure them they have done the right thing
Record what they say using their own words
Report immediately to a DSL

DO NOT
❌ Ask leading questions
❌ Investigate yourself
❌ Promise secrecy
❌ Discuss with others
❌ Delay reporting

PROFESSIONAL CONDUCT

Please DO
✅ Be friendly, professional and respectful
✅ Model positive behaviour
✅ Use appropriate language
✅ Follow school rules and routines
✅ Work in visible areas
✅ Inform staff if a pupil shares a concern
✅ Challenge unsafe behaviour by reporting it

Please DO NOT
❌ Exchange personal contact details with pupils
❌ Use social media to communicate with pupils
❌ Arrange to meet pupils outside school
❌ Promise confidentiality
❌ Take photographs of pupils
❌ Transport pupils unless specifically authorised
❌ Be alone with a pupil behind a closed door
❌ Share information about children outside school

WHAT SHOULD I REPORT?

Home Life
Neglect
Physical abuse
Emotional abuse
Domestic abuse
Unsafe home situations

Online Safety Concerns
Online bullying
Group chat concerns
Sharing images
Grooming concerns
AI-generated images
Inappropriate online content



Child-on-Child Abuse
Bullying
Racism
Homophobic incidents
Biphobic incidents
Transphobic incidents
Sexual harassment
Sexual violence
Harmful sexual behaviour

Other Safeguarding Concerns
Mental health concerns
Self-harm
Exploitation
Radicalisation
Serious violence
County lines concerns
Missing education

Concern About An Adult?

If you are concerned about the behaviour of:
A member of staff
Report immediately to:
Mrs Natalie Sisson



The Headteacher
Report immediately to:
Graham Boyd CEO
via the school office.



Emergency Contacts

Call Derbyshire
01629 533190
Emergency Duty Team
01629 532600
Derbyshire LADO
01629 531940
Police
999 (Emergency)
101 (Non-Emergency)

Remember
If in doubt, report it.
You are not expected to investigate concerns.
You are expected to pass them on.
Safeguarding is everybody's responsibility.

MOBILE PHONES, SMARTWATCHES AND OTHER DEVICES

Sawley Junior School operates as a mobile phone-free environment by default. All visitors, volunteers and contractors are expected to support this approach
Visitors, volunteers and contractors must:
✅ Keep mobile phones on silent.
✅ Only use a phone in a designated area away from pupils.
✅ Wear smartwatches on "Do Not Disturb" mode if worn.
✅ Follow staff instructions regarding device use.
Visitors, volunteers and contractors must **NOT:**
❌ Use a mobile phone where pupils are present.
❌ Use a smartwatch or wearable device for messaging, photography, audio recording or video recording.
❌ Take photographs, videos or audio recordings of pupils.
❌ Use personal devices to store or transmit school information.
❌ Allow pupils access to personal devices.
❌ Use devices in classrooms, playgrounds, corridors or other pupil areas unless specifically authorised.

These expectations apply equally to mobile phones, smartphones, smartwatches, fitness trackers with communication functions, smart glasses and any device capable of messaging, internet access, photography, audio or video recording

SAFEGUARDING INFORMATION FOR VISITORS, VOLUNTEERS AND CONTRACTORS

Sawley Junior School

Aspire · Achieve · Thrive

Wilmost St
Long Eaton
Derbyshire
NG103DQ
01159733626
info@sawley-jun.derbyshire.sch.uk