

# JOHN CHILTON SCHOOL

## SAFEGUARDING INFORMATION

Welcome to John Chilton School.

Your safety and well-being are important to us. If you have any concerns about your own safety or the safety of someone you know, talk to one of our safeguarding team listed below.



Miss Sue Rademacher  
Head Teacher & DSL



Ms Samira Assou  
DSL 1 Social Worker



Mrs Parminder Tsangacos  
Deputy Head Teacher DSL2



Mr Aidan Meech  
Deputy Head Teacher DSL3



Miss Ankita Banerjee  
Family Worker

## **Safeguarding on Site**

Adults visiting or working on the John Chilton School site play an important part in the life of the school. You can play a part in keeping pupils safe whilst working or visiting us by observing the following guidelines.

- All visitors are required to SIGN IN via our InVentry system at the start of the visit and SIGN OUT at the end of the visit. Please wear your visitor's badge and lanyard at all times and read the information on the back of the badge. Return your badge and lanyard to the reception at the end of your visit.
  - If you have any concerns of a Child Protection or Safeguarding nature or that a pupil may be at risk of harm, inform the class teacher immediately and the Designated Safeguarding Lead (DSL) Samira Assou. In her absence, please speak with either Parminder Tsangacos or Aidan Meech. Do not discuss your concerns with the pupil and do not carry out an investigation.
  - Do not initiate verbal or physical contact with pupils unless it is appropriate and part of the agreed reason for your visit.
  - Do not give any personal information to pupils such as your mobile phone number, personal email or address.
  - Do not engage in any communication with pupils using social networking sites.
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### **FIRE**

In the event of a fire, proceed immediately out of the building by the nearest exit if downstairs and the South Stairs if upstairs. Head to the assembly point outside in the back playground.

### **MEDICAL**

If medical assistance is required, please visit the medical room.

### **MOBILE PHONES**

In line with our mobile phone policy, visitors MUST NOT use phones inside the school building, take any photos/recordings with personal devices or share images or comments on social media.

Please remember at all times you are a guest of the school and must respect the school's policies and procedures.

**By signing into InVentry, you are confirming that you have read the above points and will adhere to them.**