OFFWELL SCHOOL SAFEGUARDING AND CHILD PROTECTION TEAM

The safety and well-being of all our pupils at Offwell School is our highest priority.

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<tr>
<td>
Designated Safeguarding Lead
Mr Chris Thomas
Headteacher</td>
<td>
Governor responsible for Safeguarding
Mrs Stefanie Kastner</td>
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<tr>
<td>
Deputy Designated Safeguarding Lead
Miss Charlotte Kirkland
Senior Teacher</td>
<td>
Deputy Designated Safeguarding Lead
Mrs Judy Davey
School Business Manager</td>
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Offwell School's Safeguarding and child Protection Policy is available from the school's website.

The responsibilities extend to all staff, volunteers and visitors.

If you are worried about a pupil or a member of staff then it is your responsibility to contact a member of the Safeguarding and Child Protection Team either by locating one of the team on the school premises or using email - admin@offwell-primary.devon.sch.uk..

IMPORTANT:

- Visitors need to sign in and sign out using the log book held in the school office.
- Visitors will be issued with a lanyard which confirms they have been logged in and are allowed on site – lanyard is to be worn at all times during the visit and must be visible.
- Mobile phones must not be used outside the school office. No photographs of any children may be taken.
- Visitors should use the staff toilet located next to the office – do not use the children's toilets.
- FIRE – If the fire alarm sounds please leave the building by the nearest fire exit, make your way to an assembly point and report to an adult.
- FIRST AID – Lists of first aiders are displayed in each room. Please find one of the listed first aiders if a child/adult is injured.