



*Liza Davies-  
Principal  
Designated  
Safeguarding  
Lead (DSL)*



*Debs Francis  
Family Support Worker  
Deputy Safeguarding Lead*



*Helen Mallet  
SENCO  
Deputy Safeguarding Lead*



*Safeguarding Information Leaflet  
For volunteers and visitors to  
Rushden Primary Academy*



We would like to extend a warm welcome to all volunteers and visitors at Rushden Primary Academy.

As part of that welcome we offer all our visitors this leaflet in order to help keep everyone in the academy safe.

### Mobile phones

Please do not use mobile phones, or other equipment with the facility to take photographs, in the academy building or play areas. If you need to make a call please ask at the office and a phone will be made available.

### Working with children

Only those volunteers/visitors with DBS clearance are able to work with children without supervision from academy staff. Other volunteers/visitors must be supervised by a member of staff at all times.

### Safeguarding Policies

To look at our Safeguarding Policies and processes in detail please go to our academy website.

### Reporting an incident

Whilst in the academy, particularly if you are working with a child one to one, it is possible that you may have a disclosure made to you or that you may see something that concerns you.

If this occurs you should report the incident **immediately** to one of our Safeguarding Team (details on the back of this leaflet), using a yellow 'Cause for Concern' form. These are available from the school office or from one of the Safeguarding Team.

You should not attempt to investigate an incident, simply report the facts, what happened, what was said, what you saw.

If you have a concern regarding an adult you should go straight to our Principal (Miss Liza Davies) who is also our Designated Safeguarding Lead.

If the concern is about the Principal it should be reported to our Senior Education Advisor Andrew Jeffrey-Clark (Greenwood Academies Trust).