ROSEBANK SCHOOL

SAFEGUARDING • VISITOR INFORMATION

IMPORTANT CONTACT INFORMATION

School: Rosebank School

Telephone: 01606 74975

DSL email: emily.briggs@rosebank.cheshire.sch.uk

Emergency services: 999

Police non-emergency: 101

Cheshire West i-ART: 0300 123 7047

Cheshire West out of hours: 01244 977277

Cheshire East Children's Social Care: 0300 123 5012 – Option 2

Cheshire East out of hours: 0300 123 5022

REMEMBER

If you have a safeguarding concern, do not wait. Pass it on to the DSL or a Deputy DSL before leaving school.

Rosebank School

Listening, Responding, Learning

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OUR SAFEGUARDING TEAM

If you have a concern about a child, please speak to the Designated Safeguarding Lead or a Deputy DSL immediately.



Emily Briggs
Designated Safeguarding Lead / Deputy Headteacher



Lizzie Wiffen
Deputy DSL / Family Support Worker



Tracy Erasmus
Deputy DSL / Assistant Headteacher



Louise Tarsky
Deputy DSL / Assistant Headteacher



Adam Westwater
Headteacher



Stephanie Davies
Safeguarding Governor

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SAFEGUARDING VISITOR INFORMATION

Safeguarding is everyone's responsibility

Welcome to Rosebank School. We are committed to providing a safe, welcoming environment where children are respected, valued and protected. Please use this information to help us keep all pupils and staff safe.

Rosebank School

Listening, Responding, Learning

REPORTING SAFEGUARDING CONCERNS

If, whilst working with a child, you become concerned about their welfare, report your concern immediately to the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead. You may be asked to complete a safeguarding referral form.

- Record dates and times accurately.
- Record exactly what you saw, heard or witnessed.
- Do not investigate the concern yourself.
- Please do not wait and do not leave school without passing a concern on.

DBS & SAFER RECRUITMENT

Staff, volunteers and students are subject to appropriate Disclosure and Barring Service (DBS) and safer recruitment checks to help ensure their suitability to work with children. Please speak to the school office if you require further information.

FILTERING & MONITORING

Filtering and monitoring are important parts of safeguarding pupils and staff from potentially harmful or inappropriate online material. Rosebank School's ICT and digital devices operate filtering and monitoring systems.

VISITORS AT ROSEBANK

Everyone at Rosebank School has a duty to safeguard and promote the welfare of all children. Visitors are expected to follow the school's safeguarding and safe-working procedures at all times.

VISITOR PROCEDURES

- Please sign in at Reception using the school's visitor sign-in system.
- Wear the visitor identification badge provided by Reception at all times.
- Wear your agency/school identification badge where relevant.
- Please follow staff instructions regarding access to classrooms and other areas.
- Please speak to a member of staff immediately if you have any safeguarding concern.



SAFE WORKING AT ROSEBANK

- Be a positive role model: be respectful, fair and considerate to all.
- Treat all children equally and with dignity.
- Avoid physical contact and over-familiarity. Physical contact should only occur for a professional reason and where necessary and appropriate for the child's wellbeing or safety.
- Ensure doors are open or that you remain visible to others wherever possible.
- Do not photograph children unless specifically requested by school staff.
- Do not exchange personal email addresses, telephone numbers or other personal contact details with pupils.
- Do not use your mobile phone in school except in an appropriate designated area and when not working with pupils.
- Do not engage with pupils through social media or other online platforms.
- Do not give or receive gifts or rewards unless arranged through the school.
- All matters arising in school must remain CONFIDENTIAL.

WHEN IN DOUBT, SPEAK UP

If you are unsure about anything, speak to a member of staff immediately.