



**PensMeadowSchool**

*Living, Growing, Learning*

### **Pens Meadow School Visitor Procedures**

- All visitors **must** sign in at Reception.
- Visitors **must** sign out at Reception and return their visitor lanyard before leaving the site.
- All visitors will be issued with an appropriately coloured lanyard (red) which must be displayed at all times whilst on the site.
- Visitors should make the receptionist aware of any special needs that should be accounted for in an emergency.
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, when possible, to avoid disappointment.
- Visitors must not use a personal mobile phone or camera whilst on site, unless prior approval has been given from a member of SLT.
- Visitors should be aware of the complex nature of the pupils who attend Pens Meadow, in particular those with challenging behaviours.
- Any illness, injury or accident must be reported to Reception.

The school operates a no smoking policy.



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### **Useful Websites:**

[www.childline.org.uk](http://www.childline.org.uk)

[www.nspcc.org.uk](http://www.nspcc.org.uk)

[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

[www.ceop.police.uk](http://www.ceop.police.uk)



### **Useful phone numbers:**

Dudley Children Front Door — **0300 555 0050**

Child Line — **0800 1111**

NSPCC Helpline — **0808 800 5000**

Police — **999** (emergency) **101** (other)



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Pens Meadow School  
Ridge Hill, Buckpool Way,  
Brierley Hill Road,  
Stourbridge,  
West Midlands, DY8 5ST

Pens Meadow School  
Post 14,  
Tiled House Lane,  
Pensnett,  
West Midlands, DY5 4LN

T: 01384 818945

E: [info@pens-meadow.dudley.sch.uk](mailto:info@pens-meadow.dudley.sch.uk)

W: [www.pens-meadow.dudley.sch.uk](http://www.pens-meadow.dudley.sch.uk)



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*School Visitor*

## *Safeguarding Guide*

### **Safeguarding Statement**

Pens Meadow School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting the school.

If you are concerned about the safety of any child in our school, you must report this to the Designated Safeguarding Lead.

If you are concerned about the conduct of a member of staff or a volunteer in our school, you must contact the Head teacher.



Mrs M. Hunter  
Headteacher



Mr M. Pawlowicz  
Designated Safeguarding Lead  
Deputy Headteacher



Mr P. Leyshon  
Chair of Governors



Mrs A. Austin  
Business Manager



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## Types of Abuse

Safeguarding and promoting the welfare of children is **everyone's responsibility**. Everyone who comes into contact with children and their families has a role to play. This means that they should consider, at all times, what is in the **best interests** of the child.' (KCSiE 2018)

Safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

**Physical Abuse** – May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

**Emotional Abuse** – The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development.

**Sexual Abuse** – Involves forcing or enticing a child or young person to take part in sexual activities including both penetrative and non-penetrative acts.

**Neglect** – The persistent failure to meet a child's physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.



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## Specific Safeguarding Issues

**Extremism and Radicalisation** – Refers to the process by which a person comes to support terrorism and/or extremist ideology.

**Child Sexual Exploitation (CSE)** – Is a form of sexual abuse where children are sexually exploited for money, power or status.

**Female Genital Mutilation (FGM)** – Is a procedure where the female genital organs are injured or changed without medical reason.

**Online Safety** – Breadth of issues which can be categorised into three areas of risk; content, contact and conduct.

**Child on Child Sexual Violence and Harassment** – Refers to situations when a child is assaulted or harassed sexually by their peer/s. This includes sexting also known as youth produced sexual imagery.

### What do I do if I am worried about a child?

If you are concerned about a child you must inform the Designated Safeguarding Lead in person or by telephone immediately. You must record information regarding your concerns. At Pens Meadow all concerns regarding a child including those around online safety must be recorded on a set pro-forma. A copy can be obtained from Reception. The recording must be a clear, precise, factual account of the observation/concerns raised.



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## Staff Conduct

At Pens Meadow School we provide education for pupils with complex needs, severe learning difficulties, including Autism, and pupils with profound and multiple learning difficulties. All of our staff are trained to meet the needs of the pupils in our care and professional conduct is expected at all times. A staff code of conduct is in place.

If you are concerned about the conduct of a member of staff following an observation or disclosure, the following actions must take place:

- Immediately inform the Headteacher, Mrs Marie Hunter.
- In her absence, immediately inform the Deputy Headteacher, Mr Michal Pawlowicz.
- The Local Authority Designated Officer (LADO) may also be contacted—0300 555 00 50