

General Information

Fire and Emergency Evacuation: If the fire alarm sounds, leave the building as quickly as possible through the nearest exit. If you are not with a staff member please make your way to the area outside reception.

Help Required: Emergency 'Help' buttons are located around the school. On the buzzer sounding SLT and behaviour support will be alerted to assist.

First Aid: Please ask at reception if you need assistance.

Accidents and incidents: Please report these to reception and the school clerk will give you an accident form to complete.

Access to the Internet: All uses must comply with the Acceptable Use of ICT policy. If access to Wi-Fi is required please ask at reception for details of the policy and for an internet code.

Parking/Disabled Parking: Limited parking is available in the car park opposite reception or in the smaller PYC

It is not your responsibility to investigate but to listen and report:

Designated Safeguarding Person:

Miss Sian Blackmore Ext. 5618

Deputy DSP:

Mrs Rebecca Hodson Ext. 3360

Miss Laura Lloyd Ext. 3362

Head Teacher

Mrs Deborah Herald Ext: 5617

School Liaison Officer :

Mrs Michelle Trace Ext: 7847



PEN-Y-CWM
SCHOOL

Strand Annealing Lane
Ebbw Vale
Blaenau Gwent
NP23 6AN

Phone: 01495 357758
E-mail: schooladmin@penycwm.com

PEN-Y-CWM SCHOOL



Visitor Safeguarding Information

*To be recognised to be
outstanding in everything
we do.*

Welcome to Pen-y-Cwm School

Please take a moment to read this leaflet.

We are committed to safeguarding and promoting the welfare of our young learners and this requires all staff and visitors to share this commitment.

- **Please sign in using the sign in app on arrival and collect a visitors badge.**
- **Please wear the badge at all times to identify yourself to staff and pupils.**
- **Remain with your host at all times unless we confirm we have had prior DBS clearance for you.**
- **On departure please sign out using the sign in app and return your badge.**

Contained in this leaflet is information about Child Protection Procedures and guidance on what you should do if you have concerns.

Safeguarding Children

As a visitor to our school, it is important that you are aware of our safeguarding procedures. If there is any reason to suspect that a pupil has suffered bullying, discrimination or is likely to suffer significant harm, you must inform the Designated Safeguarding Lead (DSL).

Keeping Everyone Safe

We hope you have an enjoyable visit. Please remember :-

If you are working directly with a pupil, we must have confirmation of the Enhanced DBS disclosure.

You must never exchange personal contact details with pupils.

The use of cameras and taking photographs is not permitted unless prior permission has been sought.

Responding to a Disclosure

Do listen and continue to listen

Do not question or investigate

Do record and report concerns to the Safeguarding Officers

What is abuse?

Any form of neglect, physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. It can happen to any children regardless of their age, gender, race or ability.

What is discrimination?

Discrimination is when someone is treated unfairly or differently because the person is one of a particular group. Eg: disability, race, ethnic or national origin, language, religion or belief, gender, sexual orientation or social class

What is bullying?

A wilful, conscious attack on self-esteem of an individual. This may include name calling, silence exclusion, threatening behaviour, racial/sexual harassment, physical attack.

People working in schools are uniquely placed to notice signs and symptoms of abuse and to support children who are subject to abuse.