Health and safety at Mowmacre

Health and safety of both pupils and adults is everyone's responsibility. There are some basic rules that will help keep everyone safe during your visit. Please report any health and safety concerns to a member of the Senior Leadership Team (SLT) in charge of health and safety.

SLT in charge of health and safety

Isaac Howarth, Headteacher
Louise Curtis, Office Manager

Fire

- If you will need special assistance during an evacuation, please inform the office upon your arrival.
- Fire evacuation procedures are posted in every room
- When you hear the fire alarm, calmly leave the building through the nearest exit. All visitors should gather at the green "fire assembly point" sign near the storage containers. The Office Manager will have a fire register to account for visitors.

First aid

- Posters of first aiders are visible around the school
- If first aid is required, please speak to a member of staff, who can contact a first aider

Preventing accidents

- All risks assessments must be followed
- Please ask Mike Murren, Premises Officer, for a copy of any risk assessments

Designated Safeguarding Lead (DSL) and
Mr Ben Mooney, Deputy Headteacher

Deputy Designated Safeguarding Lead (DDSL)
Prevent single point of contact
Mr Isaac Howarth, Headteacher

Deputy Designated Safeguarding Lead (DDSL) and
Designated Teacher for Looked After Children
Mrs Donna Wilson, SENDCO

Deputy Designated Safeguarding Lead (DDSL)
Mrs Sue Edwards, SEMH Champion

Deputy Designated Safeguarding Lead (DDSL)
Mrs Rhea Sills, Family Support Worker

Deputy Designated Safeguarding Lead (DDSL)
Miss Fiona Simmonds, Behaviour Mentor

Deputy Designated Safeguarding Lead (DDSL)
Mrs Julie Eyden, ELSA

Deputy Designated Safeguarding Lead (DDSL)
Miss Chris Brown, ELSA

Deputy Designated Safeguarding Lead (DDSL)
Miss Sandra Lloyd, Attendance Officer

Deputy Designated Safeguarding Lead (DDSL)
Mrs Dawn Breeze, Attendance Officer

Advisory Board Member with responsibility for safeguarding
Rev. Robert Hinsley

Mowmacre Hill Primary School

Striving for Excellence; United in life-long learning for a better tomorrow

INFORMATION FOR VISITORS: Safeguarding Health and Safety



Tedworth Green
Leicester
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Deputy Headteacher: Mr Ben Mooney

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Leaflet updated January 2026

As a visitor to our school it is important you are aware of our Safeguarding and Child Protection procedures.

Keeping everyone safe

We hope that you have an enjoyable time at Mowmacre Hill Primary. Our priority is to ensure that all staff and visitors are aware their responsibilities to keep children safe.

As a visitor please remember

- All visitors must wear the lanyard they were given when signing in at the main office
- Use of mobile phones is not permitted in school
- Visitors are not permitted to take photographs without prior consent from the school
- If you are working 1:1 with a child, the door to any room must be kept open

There may be occasions when you have cause for concern, either about marks or bruises on a child, about something they say or the condition that they are in at school, e.g. unwashed or hungry.

Disclosures of abuse by a child

If you are approached by a child wanting to talk, you should listen positively and reassure the child. Ensure a degree of privacy as this information is sensitive.

Helping the child when suspected abuse is disclosed

- Be prepared to listen and comfort.
- Do not show revulsion or distress, however distasteful the events are.
- Stay calm and controlled.
- **Do not promise confidentiality. Reassure the child they have done the right thing in making a disclosure and that you will pass the information on so the child gets the right help.**
- Let the child know at once that it was not his/her fault and keep re-stating this.
- Be aware of your own feelings about abuse and find someone you can share those feelings with once the procedures have been completed.
- Reassure the child that they were right to tell, even though the abuse may have happened a long time ago.
- As soon as possible, write a first-hand account of what was said and done using CPOMS. If you do not have access to CPOMS, speak to the DSL/DDSL.
- **Do not question a child. Limit your involvement to listening and documenting.**

It is also important to remember that it is not your responsibility to investigate suspected cases of abuse, only to recognise, report and refer.

If you have concerns about a child

- It may be that you might have concerns about a child's wellbeing, but they have not actually said anything to you. If such a situation arises, you should speak to the Designated Safeguarding Lead.
- Abuse or neglect can have a damaging effect on a child's health, educational attainment and emotional wellbeing. If you have worked with a group of children over many weeks, you may see changes in behaviour. Such changes may not necessarily indicate that a child is suffering abuse or neglect.
- It is important you do not feel afraid about passing on concerns. The information may be a small piece in a bigger jigsaw and help to get a better understanding of a child's predicament. Any concerns, even if they seem small, should be passed on to the Designated Safeguarding Lead.
- Once again, you should put your concerns in writing as well as talking to the Designated Safeguarding Lead.
- **All concerns are logged via CPOMS. If you do not have access to CPOMS, speak to the DSL/DDSL.**

Guidance for recording information

You should record your concerns as soon as possible and include the following:

- What is the evidence that led to the concern?
- Record in the child's own words.
- Record only factual information and do not make judgements or record opinions.