

Safety within our Curriculum:

Milton on Stour Primary School are committed to providing an education that teaches students to stay safe. Our PSHE and Computing Curriculum provides suitable and relevant information so that our children know how to stay safe online, at school and within their community.

Please be aware that filtering and monitoring protocols are in place and all staff and visitors are expected to follow the acceptable use agreement when accessing online sites.



Milton on Stour Primary School

Gillingham

Dorset

SP8 5QD

01747 822588

office@milton.dorset.sch.uk

Conduct:

All adults must be **Calm, Consistent and Caring.**

All adults and children must be **Ready, Respectful and Safe.**

We expect every adult work safely and professionally, regardless of their role.

We treat everyone with respect.

If you have any concerns about the conduct of adults towards any child please report it to the Headteacher or Chair of Governors:
cheal@milton.dorset.sch.uk

Dorset Council Family Support and Advice Line

Call: 01305 228558



Evacuation and Fire Alarm:

If you hear a continuous fire alarm ringing, you must leave the building immediately using the nearest fire exit. The muster point is on the front playground.

Toilets:

Please only use adult toilets.

Accidents and Illness:

Any accident, however small must be reported to the school office staff who will support.

MILTON ON STOUR PRIMARY SCHOOL

Love, Hope and Joy



Safeguarding Information for families and visitors

Safeguarding is **everyone's**
responsibility



Safeguarding Statement:

Milton on Stour Primary school are committed to safeguarding and promoting the welfare of our children. We expect all of our staff and visitors to also share this commitment.

This leaflet contains information about the expectations of our visitors upon visiting the school. If you feel unclear about this please speak to a member of staff on duty or report to the Main Office. Please keep this leaflet to hand during your visit to our school.

If you are concerned about the safety of a child at our school, you must immediately report this to a Designated Safeguarding Lead (DSL) who are listed below.

Our Safeguarding Team have regular and thorough training and will always address concerns. The Safeguarding and Child Protection Policy is in line with Keeping Children Safe in Education 2026. This is reviewed by all staff annually.

Our Designated Safeguarding Leads are:

Mrs Rebecca Clifton (Headteacher) - DSL

Mrs Rebecca Moore (Deputy Headteacher) - DDSL

Mrs Jess Gaertig—DDSL

Mrs Libby Higgins—DDSL

Mrs Tamar Shanks - DDSL

Visitor Procedures:

- All visitors must sign in at the Main Office.
- Visitors will be given a coloured lanyard which must be worn at all times. Green indicates DBS clearance.
- All non-DBS visitors must be supervised by a member of staff whilst on site.
- After visiting, all visitors must sign out at the Main Office and return their lanyard.

If visitors wish to speak to a member of staff, please contact the Main Office to arrange an appointment. If the query is urgent, we will arrange for you to speak to a member of staff on duty.

Mobile Phones:

Neither visitors or staff are permitted to use mobile phones around children. Photos or videos must not be taken unless prior written permission has been arranged.



If a child discloses to you, please:

- **React** calmly
- **Listen** to the child carefully, particularly what is said spontaneously.
- **Do not make any promises.** Explain how it cannot be confidential and that you must pass on the information worried about safety.
- **Do not ask leading questions** or make any judgements. Clarify and check your concern if you feel that you are unsure, by using, for example, 'tell, explain, describe or outline.' As soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.
- **Reassure** the child that they are doing the right thing.
- **Record** carefully what the child says in their own words including how and when the account was given: date and time.
- **Report** to one of the Designated Safeguarding Leads.

If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding Leads immediately. They will offer advice and take appropriate action.