



If you're worried about a child

If you see or hear anything that makes you concerned for a student's welfare – an injury, a comment, something that doesn't sit right – please **tell someone straight away**.

Don't investigate it yourself.
Don't promise to keep it secret.

Speak to your host, reception, or ask for the **Designated Safeguarding Lead (DSL)**.

Our Safeguarding Team



Jonny Greenshields
Deputy Headteacher
Designated Safeguarding Lead



Will Close-Ash
Assistant Headteacher
Deputy Designated Safeguarding Lead



Julie Hall
Assistant Headteacher
Deputy Designated Safeguarding Lead



Rob Spurr
Acting Headteacher
Deputy Designated Safeguarding Lead



Annie Karatzenis, Emma Lee,
Helen Hartley, Dawn McKenna
DSL Team Members

Safeguarding at Ponteland High School



Keeping students safe, together

Welcome to our school!

Adults visiting or working on our site play an important part in school life – whether you're broadening our students' education, part of our wider community, or working on our buildings.

Safeguarding is everyone's responsibility. This applies whether you're employed by the school, a visitor, or a contractor.

We also want to help you keep yourself safe. This leaflet sets out simple guidance to protect students and protect you.

Do

Keep your visitor badge on and visible at all times.

Follow our visitor health and safety procedures. Ask at reception if you're unsure.

Speak to everyone with respect and compassion.

Report any unacceptable behaviour from a student to reception or your host straight away.

Be professional. Be careful how you interact with or speak to a child; the child may interpret it differently.

Wear your visitor lanyard at all times. Visitors with orange lanyards should not be left by themselves with students.

In case of a fire alarm

- Stay with your host at all times.
- Make your way to the fire assembly point on the MUGA.
- Wait near the front entrance until you're told it's safe to return.

Don't

Take photographs, use personal mobile phones, or record videos on-site unless explicitly permitted.

Give students any personal details – your address, phone number, or email.

Accept personal details from a student, or respond if they try to give them.

Respond directly to any poor behaviour from a student. Report it to your host or to reception when leaving.

Make physical contact with children unless you are preventing them from immediately harming themselves or others.

Be on your own with a child; always ensure that a door is open and that you are visible to others.

Use toilets or bathrooms designated for students.