



SAFEGUARDING ADVICE

For Visitors & Parents

*"we embark on a journey of learning through discovery,
play, happiness and kindness and safe practices..."*





ADVICE for VISITORS & PARENTS

CHILD PROTECTION ADVICE

We are committed to safeguarding and meeting the needs of all our children and we hope this leaflet will provide some useful information when working or visiting the Greek School of Ayia Triada Birmingham (GSAT)

Your Responsibilities

All those who come into contact with children through their everyday work have duty to safeguard and promote the welfare of children

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

If whilst working with a child, you become concerned about:

- o Comments made by the child
- o Marks or bruises on a child
- o Change in the child's behaviour or demeanour

Please report **immediately** to the following members of staff (see photos overleaf)

- o Dr S Tryfonos
- o Mrs D Fragkou
- o Mrs M Georgiou
- o Mrs E Topalidou
- o Mrs E Souza
- Prof E Mavritsaki
- Prof A Psychogios

-Listen to what is being said and allow the child to talk freely.

-Accept what is been said and take it seriously

-Make a note of what has been said as soon as possible (use exact words or phrases used by the child)

-Reassure the child, but only as far as is honest and reliable. Do not make promises e.g. "I can keep this a secret."

-Explain you will need to pass information on.



What should I do if the alleged abuser is a member of staff?



You should report such allegations to Dr S Tryfonos or Prof E Mavritsaki, or Prof A Psychogios (Headteacher, and any of the two MB Educational Advisors)

Allegations against the headteacher should be reported to the Chair of Management Board who will then report to the MB and a meeting will be called for investigation and the head of Cyprus Educational Mission will be then notified.

Staff and Visitors

All members of staff and visitors must wear a badge ID at all times. It is the responsibility of staff to challenge any visitors not displaying the correct ID. Green lanyard means that all staff or visitors must be accompanied.

All visitors to work with children and enter school and classrooms must present a valid and recent DBS.

- Visitors must report to the Members of MB who are on duty on the day and sign the visitors book
- Visitors must have ID and BDS
- Visitors must wear the Green lanyard and must be accompanied at all times

Entry and Exit from School

All visitors use the main school entry and main school office on entry to school
Times for visit

	Parents	Visitors
Monday	Gates open from 17:50pm, Gate close 18:05pm End of Day: Gates open at 20:20 and close at 20:35	Gates open from 17:50pm, Gate close 18:05pm End of Day: Gates open at 20:20 and close at 20:35
Tuesday	Gates open from 17:20pm, Gate close 17:40pm End of Day: Gates open at 19:50 and close at 20:05	Gates open from 17:20pm, Gate close 17:40pm End of Day: Gates open at 19:50 and close at 20:05
Saturday	Gates open from 10:15am, Gate close at 10:45 End of Day: Gates open at 14:50 and close at 15:05	Gates open from 10:15am, Gate close at 10:45 End of Day: Gates open at 14:50 and close at 15:05

The gates are staffed at all times along with staff at designated duty points
Please note children are not allowed inside building before the times of gate opening. Also visitors

Appropriate Behaviour and Conduct

Appropriate relationships with children should be based on mutual trust and respect. When working with children either one to one or in a small group, always ensure that the door is left open or that you are visible to others

- Do not photograph children unless a request has been submitted and agreed by the leadership of the school
- Never exchange private emails or text messages
- Do not engage with children on social media
- Always dress in an appropriate professional manner

E-safety

We advise parents to be vigilant with the use of online equipment with their children. Parents should discuss how to keep safe online and monitor their use of social media networking sites. As part of our annual safety awareness we organise assemblies and encourage children to report anything inappropriate to the safeguarding members of staff.



Photographing children

We understand that parents/carers want to take photographs of their children, for example during school performances. This is normal part of family life and we do not discourage parents/carers from celebrating their success; however it is asked that any image of any other child/children is not posted online.

Mobile Phones, Smart devices

GSAT is a no mobile phone and no smart devices school.

- Please could parents check their child does not bring a phone at school and does not bring smart devices (i.e. smart watches) at school.
- Please could visitors ensure that they **DO NOT** use their personal phones within GSAT

SAFETY INFORMATION

Fire and Evacuation Procedures

Upon hearing the fire alarm, you must leave the building by the nearest exit and make your way to assembly point at the field after the car park and ensure that you are recorded present of a member of staff

Assembly Points

The assembly point is on the football playground. Visitors and parents are to stand at the back of the pupils lines when at the assembly. A member of staff will be there to direct you

If a fire drill the same procedure as in actual emergency evacuation is applied by visitors and parents

First Aid

If you require first aid please contact the office and they will get you support from one of our trained first aiders

Smoking and Vaping

We operate on a no smoking and vaping policy, please **DO NOT** smoke or vape anywhere on the school site

Site Safety

All visitors to school must sign in at the main reception and have a photo ID badge, Volunteers, agency staff and any visitors who will be working unsupervised with children must have a DBS and show Photo ID

LOCKDOWN PROCEDURE

A lockdown could be implemented at any time if there is a reported incident occurring in the local area that may pose at risk to pupils and staff. This may be a partial lockdown or a full lockdown. When a lockdown is triggered, you will be notified by a member of staff

Partial Lockdown

A partial lockdown is when there is a reported incident within the local area with potential risk to pupils and staff

Full Lockdown

A full lockdown is when there is immediate threat to the school and it may be an escalation of a partial lockdown. The aim of the full lockdown is for the school to appear empty

Once notified of a full lockdown, the following actions should be taken to stay safe:

- If you are in a **Classroom**, lock classroom doors, close windows and pull down blinds. Pupils are to remain seated at desks.
- If you are on the **Corridor**, then go to the nearest classroom and remain with the pupils.
- If you are in the **Toilets**, please go to the nearest classroom. Leadership members will then sweep the corridors and toilets to ensure all children get in the nearest classrooms (do not give instructions on the whereabouts of pupils as an intruder may be in the building)
- If you are **Outdoors** then cease all activities immediately and return to the nearest entrance and follow procedures as above.

Await the "All Clear notification" which will be given by the Headteacher or Member of MB in the absence of Headteacher





KEEPING CHILDREN SAFE AT GSAT THE TEAM ALL YOU NEED TO KNOW



Stella Tryfonos

Headteacher SC L3

Evangelia Souza

Teacher (SC L2)



Despoina Fragkou

Teacher (SC L2)

Eirini Mavritsaki

MB Educ. Advisor



Maria Georgiou

Teacher (SC L2)

**Alexandros
Psychogios**

MB Educ. Advisor



Eleni Topalidou

Teacher (SC L2)

