* Important

This is your contact tree for Sandringham **School Safeguarding Team**



Designated Senior Lead (DSL)

Stuart Kemp

Assistant Headteacher

Contact: 01727 799560 Ext 4234/4229 kempst@sandringham.aat.school



This is your contact tree for Sandringham School DSL/DDSL

































Sandringham School

Headteacher Alan Gray The Ridgeway, St Albans, Hertfordshire AL4 9NX sandringham.herts.sch.uk admin@sandringham.aat.school











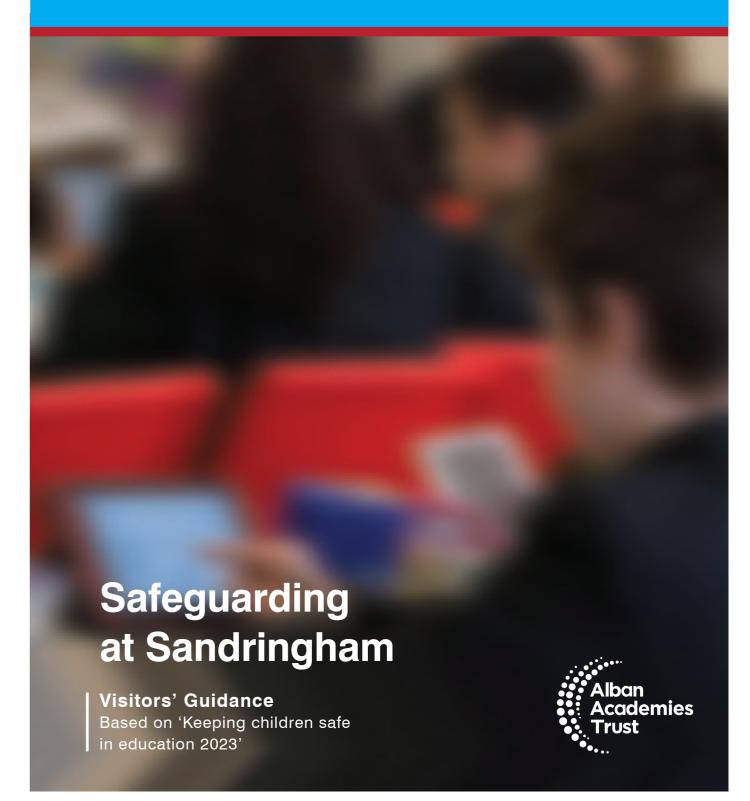






Sandringham School

'Everybody can be Somebody'















What is safeguarding?

Adults visiting or working in schools are now required to follow an important employment policy as part of the Government DFE policy designed for 'Keeping Children Safe in Education' (Statutory Guidance/Sept 2023)

This applies to you in the long or short term, whether you are:

- employed
- contracted/sub-contracted by the school
- an adult (aged 18 or over)
- on site for maintenance/building work
- visiting the school
- attending a training course
- involved with wider community projects/schemes or clubs
- productions.

Guidance on how to keep yourself safe

Always report **ANY** unacceptable behaviour from a student to the school nominated representative (see back cover for contact tree details.)

DSL(Designated Senior Lead) for 'Keeping Children Safe in Education.' For further information go to www.gov.uk

DO NOT instigate verbal or physical contact with students (this applies both on and off site) unless it is appropriate and part of an agreed reason for your visit.

DO NOT respond to any verbal or physical contact from students. If this should occur or you have ANY concerns about a student's behaviour, you MUST report it IMMEDIATELY to your site foreman/campus manager or the school reception/office desk.

Remember

ANY verbal interaction with students may be interpreted by them as possible harassment or offensive behaviour.

DO NOT give out or receive **ANY** personal information to or from **ANY** student for example:

- your name
- address
- telephone/mobile No./email address

This also includes via a second party communication.

Always be aware that **ANY** contact with **ANY** student outside of the school environment, as a result of you coming into contact with a student whilst you were on a school site, may have an impact on your employment.



Always be aware!