
Welcome To ...



'Go, Shine in the World and Live as Jesus Lived.' (Matthew 5:14-16)

Safety and Security Information for Visitors

St Matthw's CE Primary School

Stretton Road, Warrington WA4 4NT

01925 730371

stmatthews_primary@sch.warrington.gov.uk



Welcome to Stretton St Matthew's CE Primary School

Stretton St Matthew's is committed to safeguarding and promoting the welfare of pupils and staff. We require all staff, volunteers and visitors to uphold this commitment.

This leaflet contains information about our expectations of you whilst you are visiting the school. If you are unclear about anything in it, please speak to any of the contacts named within. Please read the leaflet and keep it with you for reference during your visit.

On arrival

- Visitors must report to the reception and sign in and out using our electronic portal. You may be required to present ID and your DBS.
- All visitors will be issued with a visitors pass, this must be worn at all times, be clearly visible and handed back into reception upon leaving the school.
- Visitors will be asked to remain under the supervision of the member of staff they are visiting whilst on site, unless a DBS check has been undertaken.
- Visitors must not use a mobile phone or camera on the site.

<u>Fire Alarm</u>	<u>Red and Amber Triangles</u>
If you discover a fire: • Raise the alarm by operating the nearest break glass. • Do NOT attempt to fight the fire. • Evacuate your class via the nearest external door and make your way to the far end of the playground (this is where the children line up at playtimes and lunch times) • A class register will be handed to you to check all children are accounted for. Once you have completed the register raise your arm to show all children are accounted for or report to a fire warden in the event that a child is missing.	If emergency assistance is required (e.g. injury or imminent risk of injury) a red triangle can be sent to the school office. If non-emergency assistance is required (e.g. behaviour support) an amber triangle can be sent to the office. Triangles can be found hung up next to the internal classroom door.



Safeguarding Procedures for Visitors

Our Commitment

Safeguarding and child protection is everyone's responsibility.

Confidentiality must always be maintained. Information about individual pupils/families must only be shared with staff on a strictly need-to-know basis.

Concern, Disclosure or Suspicion

You must take action if you notice or suspect:

- Abuse: physical, emotional, sexual abuse, neglect, or exploitation.
- Concerns that pupils may be exposed to or promoting extremist ideas or terrorism.
- Something doesn't feel right – always trust your instincts.

What to Do

- Report concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL (DDSL).
- Always report before the end of the school day.
- DSL: Miss S Simcock
Deputy DSLs: Mrs C Watson, Miss J O'Gorman, Mrs R Hazeldine

What Not to Do

- Do not ignore concerns.
- Do not investigate, diagnose, prompt, probe, or lead the child.

- Do not try to resolve the matter yourself.
 - Do not breach confidentiality.
 - Do not worry about being wrong or about "bothering" senior staff.
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Concerns About Staff

Low-Level Concerns

Low-level does not mean insignificant.

A low-level concern is any concern – no matter how small, even a nagging doubt – that an adult working in or on behalf of the school may have acted in a way that:

Examples of Low-Level Concerns

- Being over-friendly with children.
- Having favourites.
- Taking photos of pupils on a personal mobile phone (against policy).
- Engaging one-to-one with a pupil in a secluded space or behind a closed door.
- Humiliating pupils.

If you have concerns about a member of staff (including supply teachers, volunteers, contractors, or those running extra-curricular activities):

- Speak to the Headteacher immediately.
- If the concern/allegation is about the Headteacher, speak directly to the Chair of Governors.



Stretton St Matthew's C.E. Primary School

Safeguarding: A Safer School

We are committed to safeguarding and meeting the needs of all our children. Safeguarding is everybody's responsibility and we maintain the attitude "it could happen here."



Miss S Simcock
Headteacher
Designated
Safeguarding Lead



Mrs R Hazeldine
Assistant Headteacher
Deputy Designated
Safeguarding Lead



Miss J O'Gorman
Assistant Headteacher
Deputy Designated
Safeguarding Lead



Mrs C Watson
**Mental Health and
Wellbeing Lead**
Deputy Designated
Safeguarding Lead

If you are worried or have concerns about any of the children in our school, you **MUST** report this to the Designated Safeguarding Lead or someone from the safeguarding team if not available immediately. Once reported the safeguarding team will decide about the next steps as per our Safeguarding Policy.

However anyone can make a referral if needed and the process is to ring Warrington First Response without delay on 01925 443322, option 1

First Aiders as at 25.09.2025

Headteacher Teachers and Teaching Assistants



Sian Simcock
Headteacher



Ann Griffiths
YR



Delyth Stow
YR



Debbie Chalmers
Y1



Anna Calder
Y1



Jess Marshall
Y2



Jade O'Gorman
Y4



Scarlett Holdsworth
Y5

Office and Link Club



**Rebecca
Fisher**
Office



**Alison
John**
**Link Club
& MDA**

Midday Assistants



**Jayne
Scutt**



**Alex
Tilley**



**Lynn
Adamson**