

## Welcome to WPA

### We would like to extend a warm welcome to Walton Primary Academy.

Please ensure that you sign in at reception and wear your visitor badge at all times. Please return out and sign out, at the end of your visit.

All visitors and members of staff must recognise that the safety and wellbeing of our children is the number one priority. Any child protection concern must be reported to a member of the safeguarding team, before the child leaves the site.

**Lanyards:** We have a colour system for lanyards at WPA.

**Green** lanyard - Staff and visitors with an up-to-date DBS check.

**Red** lanyard - Visitors without an up-to-date DBS check. As part of safer working practice, anyone with a red lanyard **MUST** be supervised at all times.

**Assistance:** If you have a specific requirement or would like any assistance during your visit, please do not hesitate to speak to a member of staff and we will be happy to help.

In the event of a fire and/or emergency:

Please leave the building via the nearest fire exit, which is identified by a green sign and assemble on the main playground.

**Toilets:** Toilets, including disabled access, are available for visitors.

**First Aid:** Should you require medical or first aid assistance during your visit, please speak with a member of staff.

## Visitors to School

Here at Walton Primary Academy we take the safety and wellbeing of our children seriously. It is important that you are aware of and adhere to the following safeguarding guidelines. Thank you for your cooperation.

**Mobile Phones:** Please ensure your mobile phone is kept on silent at all times while on school premises. Use of mobile phones are not allowed in classrooms, corridors, or areas where children are present. You must not use your personal devices, including mobile phones, cameras or tablets to record or take photographs of children.

**Smoking or Vaping:** Smoking and vaping are strictly prohibited on school grounds, including outdoor areas.

### Please do:

- Ask questions about anything in this leaflet if you are unsure.
- Sign in and out at the office
- Wear your visitor badge at all times.
- Be mindful of language used and personal conversations around the school.
- Report any inappropriate behaviour by adults working with a child, to the headteacher Craig Thorpe or in his absence the Deputy Headteacher, Kylie Thomson.

### Please do not:

- engage in personal conversations with children or give out any personal details.
- accept gifts from students.
- be unsupervised with children unless it is a specific part of your role, have a current up to date DBS, and WPA staff members are aware of this arrangement.

## Keeping Everyone Safe

Abuse refers to the intentional mistreatment or harm of an individual. Abuse can take several forms:

**Physical Abuse:** Deliberate infliction of physical harm, injury, or violence upon a person. This includes hitting, slapping, pushing, or using objects to hurt someone.

**Emotional or Psychological Abuse:** Actions or behaviour that harm a person's emotional well-being. This can include verbal abuse, threats, humiliation, intimidation, or constant criticism that causes fear or distress.

**Sexual Abuse:** Involves any form of sexual activity or behaviour forced upon an individual without consent. This includes touching, assault, exploitation, or coercion.

**Neglect:** The failure to provide the basic necessities of life such as food, shelter, clothing, medical care, or emotional support.

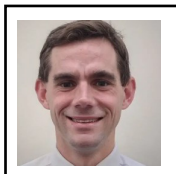
If a child discloses any personal information to you, you must not promise confidentiality or ask leading questions.

Please do:

- Listen
- Reassure the child
- Tell them that you will have to inform a DSL.
- Make a written record/account as the child recounts their disclosure. This must be using the child's own voice.
- Complete the Safeguarding Cause for Concern form (located in the staffroom).
- Report your concerns straight away, to a Designated Safeguarding Lead or Deputy Safeguarding Lead.

**Remember: Safeguarding is Everyone's Responsibility**

# Our Safeguarding Team



**Craig Thorpe**

Headteacher

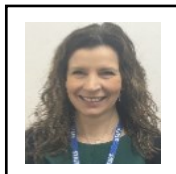
Designated  
Safeguarding Lead



**Kylie Thomson**

Deputy Headteacher

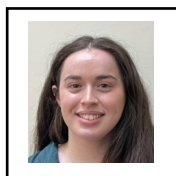
Deputy Designated  
Safeguarding Lead



**Melanie Jopling**

SENDCO

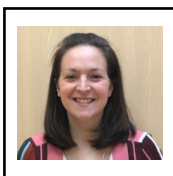
Deputy Designated  
Safeguarding Lead



**Alice Rust**

Learning Mentor

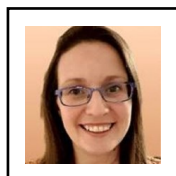
Deputy Designated  
Safeguarding Lead



**Harriet Swainson**

Chair of Governors

Safeguarding  
Governor



**Rebecca Woods**

Link Governor

Safeguarding  
Governor



## Useful Contact Details

Social Care Direct

0345 8503 503

NSPCC Helpline

0808 800 5000

Local Authority Designated Officer

01977 727 032

Wakefield CAMHS

01977 735865

Children First Hub

01924 307878



## Welcome to



## Safeguarding information for visitors

**2025-2026**

Walton Primary Academy

The Grove

Walton

Wakefield

WF2 6LD

01924 967616

