

# Welcome to CTA

We would like to extend a warm welcome to Cherry Tree 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 CTA.

**Blue 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 Cherry Tree Academy, either as a member of staff directly employed by Waterton Academy Trust or a visitor to our school, we take the safety and well-being of our children seriously.**

We must also ensure that we take steps to keep ourselves safe, and as our school promotes safer working practices, 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. However, you are welcome to use your mobile phone in the staff room or in a secure area, away from children if you need to access this.

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, at all times.

## 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 Adam Dawson or in his absence the Deputy Headteacher, Stacey Cannon.

## 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 CTA staff members are aware of this arrangement.

# Keeping Everyone Safe

**Abuse** refers to the intentional mistreatment or harm of an individual, often causing physical or emotional pain or distress. 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. Neglect can occur when a person responsible for the care of an individual fails to meet their needs, either intentionally or unintentionally.

If a child discloses any personal information to you, you must not :

- promise confidentiality.
- ask leading questions

## Please do:

- Listen
- Reassure the child
- Tell them that you will have to inform Miss Shephard or another safeguarding lead.
- 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**

Your cooperation helps us to ensure that our school is a safe environment for all. If you have any questions or concerns, please don't hesitate to ask a member of staff for guidance. Thank you for your support.

## Our Safeguarding Team



Adam Dawson  
Headteacher  
Deputy Designated Safeguarding Lead



Stacey Cannon  
Deputy Headteacher  
Deputy Designated Safeguarding Lead



Kirsty King  
Key Stage 1 Phase Lead/SENCO  
Deputy Designated Safeguarding Lead



Lisa Shephard  
Family Support Worker  
Designated Safeguarding Lead



Ashley Burton  
Learning Mentor/After School Provision  
Deputy Designated Safeguarding Lead



Becky Cook  
Safeguarding Governor  
Chair of Academy Standards Committee



## 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

Cherry Tree Academy

Proud to be part of Waterton Academy Trust

Cobblers Lane

Pontefract

West Yorkshire

WF8 2HN

Telephone: 01924 967603