

Keeping Everyone Safe

Visitors must be aware of their responsibilities towards ensuring all children are safe, so please remember the following:

- All visitors must sign in and out of the school office.
- Visitors must remain in the school office until they are under the supervision of a designated member or staff.
- Mobile phones must not be used whilst on the school site.
- Photographs and videos must not be taken, unless by prior agreement.
- Never exchange personal contact details with a student or arrange to meet them outside of school or on social media.
- Do not have any physical contact with any student.
- Be a good role model to our pupils by being respectful, fair and considerate.
- Report to staff any unacceptable behaviour.
- When working with student(s) ensure you are visible to others.
- If you are working 1:1 with a student, we must have confirmation that all necessary checks have been carried out.

Our regular volunteers, staff and governors have a valid DBS check and wear an identity badge. Please ask at the office if you have any questions about regulated and unregulated activity, as well as visitor and volunteer protocols.

Keeping our children safe

If you feel that a child may be at risk of harm, but not sure, then inform one of the Safeguarding team immediately. They will offer advice and take appropriate action. Child abuse can happen to any child regardless of gender, culture, religion social background, ability or disability. A copy of the school's Safeguarding Policy is located in the staffroom and via the school website.

Types of harm

We have a responsibility to keep children safe, both at home and in school. Harm is identified in four ways:

- **Physical:** When a child is deliberately hurt or injured.
- **Sexual:** A child is influenced or forced to take part in sexual activity, including looking at inappropriate images.
- **Emotional:** A child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see fighting/violence at home.
- **Neglect:** When a child is not being taken care of by their parents/guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

Remember, if in doubt – ASK! Please do not leave school without telling someone or doing something.

Dealing with a Disclosure

If a child discloses that they have been abused in some way, you should follow this guidance.

- **Listen** to what is being said without displaying shock or disbelief.
- Only ask questions when necessary to clarify.
- Accept what is being said as true.
- Allow the child to talk freely – do not put words in the child's mouth.
- Reassure the child that what has happened is not their fault.
- Do not make promises that you may not be able to keep and stress that it was the right thing to tell.
- **Do not promise confidentiality**
- Do not criticise the alleged perpetrator.
- Explain what must be done next and who must be told.
- **Inform the DSL without delay.**
- Make accurate notes of what the child has said using the white forms in the office/via CPOMS.
- It is **not** your duty to investigate.

Our Safeguarding Team



Mr Phillips, Miss Tomlinson, Mr Bell and Miss Phillipson

Staff Conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

- Immediately inform the Headteacher.
- In their absence, immediately inform the Deputy Head teacher.
- If the concern is regarding the Headteacher, immediately inform the Chair of Governors.

First Aid

If any child requires first aid assistance when in school, please contact one of the First Aid team. Please do not administer First Aid yourself and allow one of our trained staff to do so. Please see the following professionals for help:

Paediatric First Aid – Mrs. Yvette Green and Miss Kate Halpin.

Defibrillator – Our defibrillator is located at the school office.

Fire Procedures

Any person discovering a fire must:

- Operate the nearest fire alarm

(The fire service will be called immediately by dialling '999', using the nearest telephone, when appropriate).

On hearing the fire signal:

- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.

- When in class, the order to evacuate will be given by the teacher, who will indicate the route to be followed.
- When not in class, form a single file and move by the most direct route to the place of assembly.

The assembly point is at the top of the school field, marked by signs attached to the fence.

Invacuation Procedures

Invacuation might be required if:

- There is local air pollution.
- There is a dangerous animal in the grounds.
- There is an incident of civil disturbance.
- There is an aggrieved, disturbed or intoxicated person trying to gain access to the school.
- There is an intruder on the site.
- There is an internal threat from a student.

Any person discovering an intruder must:

- Blow 3 hard blasts on their whistle.
- Make the Headteacher aware.
- Not engage with the intruder.
- Remain calm.
- If in class, close all windows and doors, out of view of the door.
- If around school, escort any pupils to the nearest classroom and then follow class procedures.
- If in the playground, escort children away from/into the school buildings and raise the alarm.



Welcome to St. Luke's C of E Primary School

Visitor and Safeguarding Information

We are committed to safeguarding and promoting the welfare of children. As such, we expect all staff, volunteers and visitors to share this common commitment.

Please take a few moments to read this leaflet, which contains information about our expectations of you whilst visiting the school. It provides information about our Safeguarding and Emergency Procedures. Please retain this leaflet for future reference.

Please sign in on arrival and collect your visitor's badge. Please wear the badge at all times to avoid being challenged by staff or students.

Staff must accompany you at all times, unless we can confirm we have prior DBS clearance for you.

We hope you enjoy your time at our school.

School office: 01909 475821