

Keeping Children Safe

We can all play a part in keeping **children** safe whilst working on or visiting the school site. This is whether you are directly employed by the school, or working as a contractor or sub-contractor, or a volunteer.

Keeping Ourselves Safe

We must also take steps to keep **ourselves** safe.

Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on the school site, whatever your role.

To keep yourself safe please follow this advice.....

Do.....

- ✓ Do wear your visitors' badge (security pass system) at all times.
- ✓ Do be aware that verbal interaction with pupils may be interpreted by them as offensive or as harassment. Even if this was not your intention.
- ✓ Do report any unacceptable behaviour from a pupil.
- ✓ Do be aware that contact made outside of the school environment as a result of you coming into contact with a pupil whilst you are on a school site, may have an impact on your employment.

Do Not....

- ⊗ Do not instigate verbal or physical contact with pupils (this applies both on and off site) **unless it is appropriate and a part of an agreed reason for your visit.**
- ⊗ Do not respond to verbal or physical contact from pupils. If this occurs, or you have any other concerns about pupil behaviour, then report it to the member of school staff who is working with you.
- ⊗ Do not give any personal information to any pupil, for example your address, telephone or mobile number, email address or personal websites.
- ⊗ Do not take photographs of our children on personal devices, phones etc.
- ⊗ Do not accept or respond to a student attempting to give you personal information, for example their address, telephone or mobile number, email address or personal websites.
- ⊗ Do not accept physical or verbal abuse from a pupil. **DO NOT** respond yourself, but report it immediately to a member of staff.
- ⊗ Do not be in an unsupervised one to one situation with a pupil.

✓ **Please, follow the advice in this leaflet, and keep yourself and our pupils safe!**

If a child discloses something of a personal nature to you:

DON'Ts

- Do not promise confidentiality.
- Do not ask leading questions.
- Do not investigate.

DOs

- Do listen.
- Do reassure the child.
- Do tell them you will have to inform a senior member of staff/ the Designated Safeguarding Co-ordinator.
- Do make a written account.

Report your concerns to the member of staff who is working with you.

They will report this to the Designated Person for Child Protection.

All visitors and members of staff must recognise that the safety and well being of children is our paramount concern.

Any safeguarding or child protection concerns must be reported to the Designated Safeguarding Co-ordinator.

Designated Person for Safeguarding & Child Protection:

Mr. Stuart Wainwright (Headteacher)
Mrs Julia Bowles (Deputy Headteacher)

Adapted from:

Children's Safeguarding Service

and

The Essex Schools Human Resources Team



Further Information for Visitors

Nominated People to deal with FIRST AID

Normal Hours, 8.30 am until 3.30pm

First Aiders are available as follows:

Day	Staff	Location
Monday	Bev Thompson Kim Smith	Office
Tuesday	Bev Thompson	Office
Wednesday	Bev Thompson Kim Smith	Office
Thursday	Bev Thompson	Office
Friday	Bev Thompson Kim Smith	Office

School Telephone Number: 01206 240251

Out of Normal Hours

Nominated people who deal with First Aid incidents may not be available outside of normal hours. In the event of injury or illness, parents should be contacted by the supervising adult of the club or school event and, dependant on the degree of injury, emergency services called. An emergency contact list is held by the school office. There is a landline phone available in the school office for this purpose. A member of the site team can be found on the school site between 7.30am and 6.30pm.

IN THE EVENT OF A FIRE.....

The fire alarm is a continuous bell.

If it sounds, leave the building and go to the main school field at the rear of the school.

Safeguarding Children



**FORDHAM
ALL SAINTS**
PRIMARY SCHOOL

**Guidance for adults visiting
or working with
Fordham All Saints Primary
School**

Welcome to Fordham All Saints Primary School. Visitors bring worthwhile experiences to our pupils, which we appreciate.

This leaflet provides some guidance on working safely with our pupils and tells you what to do if you have a concern about a student.

Please read it carefully and do not hesitate to ask if you require any further information.

Stuart Wainwright
Headteacher