

This leaflet has been given to you to ensure you understand what is expected of you.

Accidents: All accidents must be reported to Reception where a first aider or the emergency services can be contacted.

Fire Alarm: When you hear the fire alarm (continual sounding alarm) please leave the building by the nearest exit. Assembly points are detailed on a poster on the wall in each room.

Health & Safety: Whilst on site you are responsible for taking reasonable care of your own health and safety and the health and safety of others affected by your activities.

Smoking: Please note that smoking, including e-cigarettes, is not permitted anywhere on the school site.

Vehicles and Personal Belongings: The school cannot accept responsibility for loss or damage to vehicles or personal effects. These are brought on to site at the owner's risk.

If you are worried about the safety of any of students in the school, you must report this to Paul Adams, Designated Safeguarding Lead.

Head Teacher: Mr Paul Adams Deputy Safeguarding Lead: Mrs Nikki Shuttleworth

Safeguarding Governors: Mrs Sue Milner and Mrs Katie Egan

Furzeham Primary and Nursery School

'Inspired to learn, inspired for life'



SAFEGUARDING INFORMATION

**SAY SOMETHING IF YOU SEE
SOMETHING**

SAFEGUARDING INFORMATION FOR VISITORS

At Furzeham Primary & Nursery School we are committed to safeguarding and meeting the needs of all our pupils and we hope that this leaflet will provide some useful advice and information when working with, or supporting children here.

Your responsibilities:

All those that come into contact with children through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of these children.

DBS Checks:

Anyone involved with children must have an Enhanced DBS check. This is to help ensure that unsuitable people are prevented from working with children.

Furzeham Primary & Nursery School has a Safeguarding Policy which is available on request or online.

What should I do if I am worried about a pupil?

If, whilst working with a pupil you become concerned about:

- Marks or bruises on a child
- Changes in the behaviour of a child or their demeanour
- Comments made by a child (including comments which could be considered extremist or racist)

Please report these concerns to Paul Adams - Designated Safeguarding Lead or Nikki Shuttleworth - Deputy Designated Safeguarding Lead.

- Do not promise confidentiality.
- Reassure the child that it was the right thing for them to tell.
- If this disclosure happens at the end of the school day, please check with the Safeguarding Lead that it is ok for the student to go home.

Immediately record the details of the disclosure, including wherever possible, the exact words or phrases used. Please ensure that the record is signed and dated – then pass to the Safeguarding Lead, or Deputy, as soon as possible.

What should I do if a pupil discloses that he/she is being harmed?

Although this situation is unlikely to happen often, it is important to know what to do in such an eventuality.

- Listen to the child, do not directly question him/her.
- Do not stop the child who is freely recalling significant events – just listen.
- Write up the conversation- using the same language as the pupil did, stick to the facts.
- Reassure the pupil, but do not make promises you might not be able to keep.
- Praise the child for telling.

Immediately record the details of the disclosure, including wherever possible, the exact words or phrases used. Please ensure that the record is signed and dated – then pass to the Safeguarding Lead or Deputy as soon as possible.

What should I do if the alleged abuser is a member of staff?

You should report such allegations to the Head Teacher – Paul Adams the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead, Nikki Shuttleworth.

What should I do if the alleged abuser is the Head Teacher?

You should report such allegations to the Chair of Governors, Mrs Debra Wilson, who can be contacted via Reception or admin@furzehamprimary.org

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. You may well be working closely with children, sometimes on a one to one basis.

If you are working alone with a child, always ensure the doors are left open or you can be visible to others. Do not photograph children, exchange private emails or text messages or give out your own personal details. Do not engage on social media.

No child should suffer harm, either at home or at school. **Everyone who works in the school has a responsibility to make sure all of our children are safe.**