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We take safeguarding very seriously at our school. Everyone in school must recognise that the safety and well-being of children is our number one priority.

Any safeguarding or child protection concerns must be reported to the Designated Safeguarding Lead.

Contacts:

**Headteacher and  
Designated Safeguarding Lead for  
Safeguarding Children:**

Mrs A. Sargeant

**Deputy Safeguarding Leads:**

Mrs N. Starbuck

Mrs A. Davies

**Governor with Safeguarding  
responsibility:**

Dr A. Pickering

**Essex Children and Families Hub** (out of  
school office hours/emergency): 0345  
6061212.

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### Fire Drill

In the event of the fire alarms going off, please follow the procedure below. If we are having a practice fire drill, we will make you aware of this when you sign in.

Assembly area: Junior playground.

Please refer to the Fire Evacuation notice in the room you are working.

At the sound of a continuous alarm, the following procedures must be followed:

1. Children to line up at the fire door in classrooms.
2. All windows and doors to be closed.
3. Children to proceed to assembly area IN SILENCE.
4. Teachers will establish that all children are present by taking a register.
5. Teachers to report to the Headteacher and confirm numbers present in their class.
6. Administration staff to check visitor book to establish all confirmed and report to the Headteacher.
7. Wait in silence for further instructions.

### First Aid

Many of our staff members are trained in First Aid. If you or a child needs assistance, please inform a member of staff. Visitors should not treat pupils unless permission has been given. In an emergency, do not hesitate to call 999 for an ambulance.

### Accidents or Incidents

Please report any accidents to the school office.

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# Safeguarding Children



Guidance for adults  
visiting or working with  
Great Chesterford  
C. of E.  
Primary Academy

**Welcome to our 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 pupil or member of staff.

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

**Amy Sargeant  
Headteacher**

## **Linked to the guidelines from Essex Safeguarding Children Board Keeping Children Safe**

We can all play a part in keeping children safe whilst visiting or working at our school. This is whether you are directly employed by the school, or working as a contractor, subcontractor or 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 at our school, whatever your role. To keep yourself safe, please follow this advice:

#### **Do...**

- ✓ Do wear your visitor's lanyard / badge 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 the school site, may have an impact on your employment.
- ✓ Please follow the advice in this leaflet, and
- ✓ Keep yourself and our pupils safe!

#### **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 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 discuss confidential information outside of school or online.

### **Visitor Procedures:**

- All visitors must sign in at the main reception.
- All visitors will be issued with a lanyard/badge which must be displayed whilst on site.
- Visitors must ensure mobile phones are not used in school and under no circumstances should photos/ videos be taken.
- All visitors MUST sign out at the main reception and return any lanyards/badges before leaving the site.
- If a visitor is leading an assembly, lesson or pupil discussion then a member of staff will remain present and may stop the session if they feel it is detrimental to the pupils' general well-being in terms of the Prevent Agenda or personal emotional care.

### **If a child discloses something that gives you cause for concern:**

- React calmly, listen without displaying shock, disbelief or making judgements.
- Do not promise confidentiality.

- Report it to the member of staff you are working with or the Designated Safeguarding Lead.
- Do not interrogate the pupil, ask leading questions or criticise the perpetrator.
- Do reassure the child but only so far as is honest and reliable.
- Do tell them you will have to inform the Designated Safeguarding Lead, Mrs Sargeant.
- Do make a written account which includes the date, time, place and exactly what the child has said.

### **What to do if you are worried about a pupil:**

You may observe something or become aware of information about a pupil which concerns you while you are in school. If you do, it is important that you share your concerns with the Designated or Deputy Safeguarding Leads. The school office will make arrangements for you to speak to them if you can not locate them.

### **What to do if you have concerns about a member of staff:**

If you are concerned about the conduct of a member of staff following something you have observed or a disclosure, you must report this to the Headteacher. If your concern is about the Headteacher, you must report this to the Chair of Governors. The school office will provide contact details for the Chair of Governors if you need them.

### **Use of School Internet**

All users of the school systems and Wi-fi must comply with the Online Safety Policy. Please ask at the school office for details.