

Safeguarding Statement

All children have the right to grow up safe from harm. No child should suffer at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe.

At Bierton CE Combined School and Nursery, we commit to safeguarding and promoting the welfare of children. We expect staff, volunteers and visitors to share this common commitment.

This leaflet has been made available to you to make sure that you understand what is expected of you. Please ask if you are unclear about anything in it or speak to a Safeguarding Team member.

Please keep this leaflet in a safe place, until you have finished your visit with us, so that you can read it again if you need to, or refer to it if needed. Please feel free to return it to the office afterwards, if wished, to be used again.

If you are worried about the safety of any young person in our school, you MUST report this, as soon as you can, to a named person on the Safeguarding Team, as seen on the posters around school, or ask at the office.

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 Headteacher.

First Aid

If a child requires first aid assistance when in school please contact one of the first aid team.



Fire / Emergency Procedures

Any person discovering a fire must:

- Operate the nearest fire alarm.
- Evacuate the building and speak to a Fire Warden outside at the evacuation point. Fire Wardens are Ms Martin, Mr Gadsby and Miss Dell.

(The fire service will be called when appropriate).

On hearing the fire alarm (a continuous alarm):

- 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, leave by the nearest exit and make your way to the assembly point outside.
- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.

On Hearing the Lockdown Alarm (An intermittent alarm):

- Any person discovering an intruder within school should immediately make the Headteacher or Deputy Head aware.
- Remain in the room that you are in. Remain calm and reassure all pupils.
- Close all blinds, close any doors and windows and ask all children to sit down on either a chair or the floor.
- Await further information via the internal telephone systems.



Bierton CE Combined School

Aim High, Achieve Success, Find Your Sparkle and Shine



Safeguarding Guide

For School Visitors and Volunteers

Welcome to Bierton CE Combined School

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

This leaflet contains information about our expectations of you whilst visiting the school. It gives information about our safeguarding and Emergency Procedures. Please keep the leaflet in a safe place so that you can read it again if you need to.

We hope you enjoy your time at our school.



Keeping Ourselves Safe

- All visitors must **Sign In** at reception on arrival using the electronic visitor management system.
- Visitors will be issued with a badge that must be worn and visible at all times.
- Visitors are asked to **read this leaflet in full on arrival** on their first visit.
- Visitors should remain in reception until under the supervision of a member of staff.
- **Mobile Phones are not to be used** while on school site and all visitors will be provided with a locker to safely store their phone while on school grounds.
- Photographs are not to be taken unless by prior agreement.
- All visitors must be good role models to our pupils by being respectful, fair and considerate to others.
- Report to staff any unacceptable behaviour.
- When working with a pupil(s) ensure you are visible to others.
- All visitors must **sign out** at reception.

Regular volunteers

- Volunteers must Sign In at reception.
- Mobile phones must be placed in a locker.
- Volunteers must sign out at reception.

Our regular volunteers, staff and Governors have a valid DBS check and wear an identity badge.

If you feel that a child may be at risk of harm but are 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 elements such as gender, culture, religion, social background ability or disability. A copy of the schools Safeguarding policy is located in the school office and available on our School Website.

Types of harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways:

Physical - when a child is deliberately hurt or injured.

Sexual - when a child is influenced or forced to take part in a sexual activity. This can also be an activity such as being made to look at inappropriate images.

Emotional - when 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 their parents, or visitors to the home, fighting or using violence.

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 and being left home alone.

REMEMBER...if in doubt...ask

Please do not leave our school without telling someone or doing something.

If a child discloses they might be subject to abuse:

- **React Calmly**
- **Listen carefully** to the child, particularly what is said spontaneously.
- Do **NOT promise confidentiality**. Explain to the child that you must pass on the information if you are worried about their safety.
- Do **NOT ask leading questions** or make judgements. Clarify and check your concern if you feel that you are not sure, by using TED.



Tell — Can you tell me what happened?
Can you tell me more about that?



Explain — Can you explain what you mean by ..?



Describe—Describe what happened. Can you describe...

As soon as you believe there might be a genuine issue, ask no further questions. This would compromise further enquiries.

- **Reassure** the child that they are doing the right thing.
- **Record carefully** what the child says in their own words including how and when the account was given. This must then be dated and signed and immediately passed to the Designated Safeguarding Team:



Ms Martin
Headteacher



Mr Gadsby
Deputy
Headteacher



Mrs Bramley
Assistant
Headteacher



Mr Glanney
KS1 Leader



Mrs Tarling
Nursery Leader