

Keeping Yourself Safe

- Be professional.
- Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- It's best not to do anything for a child that he or she can do for himself or herself. Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date it and pass it on to one of the DSLs.

Remember...if in doubt...ask

Health and Safety

We want to provide a safe and healthy working and learning environment for staff, pupils and visitors. You should take reasonable care of your own health and safety and any other persons who may be affected by your acts or omissions.

Please report any accidents, near misses, maintenance or safety issues to the school office without delay.

First Aid

If you or a child requires first aid assistance when in school, please report to the school office. We will provide support from a trained first aider. Please inform the school (in confidence) of any medical issues that would be relevant.

Emergency Evacuation and Lockdown

In the event of an emergency evacuation (continuous bell) or lockdown (intermittent bell) please follow the instructions of the member of staff who is supervising you. Please respond quickly and calmly. Signage around the school shows the routes to be used in the event of an emergency evacuation – please familiarise yourself with these. If you discover a fire, please raise the alarm by pressing the fire alarm point at the nearest exit point.



Safeguarding, Child Protection, Health and Safety Information for Visitors

At Pinner Park Primary School, the health, safety and well-being of every child are our paramount concern. We expect all staff, governors, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts named within (the office staff will be able to direct you).

Please keep the leaflet in a safe place so that you can read it again if you need to.

All visitors to the school are expected to read this leaflet carefully and follow the guidance.

Visitor Procedures

- Visitors **must** sign in at the Main Office.
- Visitor badges must be worn at all times whilst on the school site.
- Visitors should remain under the supervision of a designated member of staff whilst on site.
- All visitors must sign out at the main office and return their visitor pass before leaving the site.

Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, wherever possible.

If you are seeking an urgent appointment please report to the main office and we will arrange for you to see a member of staff on duty.

Mobile Phones and Photographs

The use of personal phones by visitors is not permitted on site, for any reason. If you need to make or take a call in an emergency, please report to the school office first. No photographs or videos should be taken in school without the explicit permission of the headteacher or deputy headteacher.

Sharing Concerns

If you are concerned about the welfare or safety of any child in school you **must** share your concern with a designated safeguarding lead (DSL) without delay.

Our DSLs are:

Mrs C Edwards, Deputy Headteacher
Mr N Waldron, Headteacher
Mrs K Coxon, Assistant Headteacher
Mrs D Ohene-Darko, Assistant Headteacher
Mrs L Jenkins, Assistant Headteacher
Mr D English, Assistant Headteacher

Conduct of Adults

If you are concerned about the conduct of a member of staff or volunteer in school you **must** contact Mr Waldron (headteacher). Please report **all** concerns, including any which may be considered 'low-level'.

Child Abuse

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background, ability of disability. A copy of the schools Safeguarding Policy is available on the school website.

Types of harm

We all have a responsibility to keep children safe, both at home and in school.

There are four main categories of harm:

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 be a physical activity of no-physical, e.g. being made to look at an inappropriate image.

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 or being left home alone.

Any concerns about a young person or an adult should be reported to a DSL.

If a child discloses they might be subject to abuse

- React calmly and 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, for example, "tell, explain, describe or outline" but don't ask 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
- Contact a DSL (or speak to a member of our office team who will put you in immediate contact with a DSL)
- Our DSLs will be very happy to advise you if you need any support or help