

What to do to keep yourself safe

- Always speak to pupils calmly and respectfully
- Avoid physical contact with pupils unless you are preventing them from harming themselves or others
- Avoid being alone with any pupil—you should not do so unless there is a specific reason to do so and other staff are aware
- Always tell someone if a pupil touches you or speaks to you inappropriately (record the incident, including the time and date, and give this to the Designated or Deputy Safeguarding Lead
- Never exchange personal contact details with a pupil or arrange to meet them outside of the school environment
- Never have contact with a pupil on social media
- Never use a personal mobile phone or camera around pupils
- Never discuss confidential information outside of school or on-line

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 Designated Safeguarding Lead or in their absence one of our Deputies. If your concern is about the Headteacher/Designated Lead, 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.

Safeguarding Officers

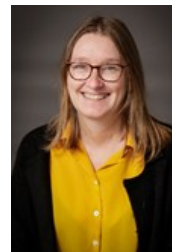
Everyone in school has a role to play in keeping children safe, although there are certain people with key responsibilities.



Mr Ian Bowyer
Designated Safeguarding
Lead



Miss Helen Hill
Deputy Designated
Safeguarding Lead

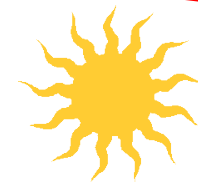


Mrs Jo Huntley
Deputy Designated
Safeguarding Lead



Mrs Gill Powell
Deputy Designated
Safeguarding Lead

Mrs Nicola Fung and Mr Keith May
Safeguarding Governors



Boreham Primary School

Visitor Safeguarding Guide

As a visitor to our school it is important that you are aware of our safeguarding procedures - please ask a member of staff if you are unsure of information shared in this leaflet.

Safeguarding at Boreham Primary School

Boreham Primary School is committed to safeguarding and promoting the welfare of children and expects all volunteers and visitors to share this commitment.

Safeguarding and promoting the welfare of children is **everyone's responsibility**.

All visitors should be prepared to provide formal identification and, where required, evidence of their Disclosure and Barring Service (DBS) Check.

All visitors must wear the ID provided upon signing in—this must be worn and kept visible at all times whilst on site.

Where visitors have parked on site, they must ensure their registration details are provided when they sign in.

All visitors must sign out and hand in the ID provided when leaving the school site.

During the Covid-19 pandemic we will be taking extra precautions to ensure that everyone on the school site is safe. Please make sure that you understand where you can go in the school, and what protective measures may be in place.

the adults working in our school if they have a problem.

What is Abuse?

Abuse is maltreatment of a child. This may be neglect, any form of physical, emotional or sexual mistreatment that leads to harm or injury, or failure to protect a child from harm. It can happen to any child regardless of their age, gender, race or ability and may be inflicted on the child by an adult / adults or another child or children.

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 one of our Deputy Designated Safeguarding Leads.

What to do if a pupil makes a disclosure:

- React calmly, listen without displaying shock, disbelief or making judgements
- **Do not** promise confidentiality—explain that you must share the information with the Designated Safeguarding Lead or in their Absence, one of the Deputies
- Reassure the pupil, but only so far as is honest and reliable
- Do not interrogate the pupil, ask leading questions or criticise the alleged perpetrator
- Make accurate notes (record the date, time, place, your observations and exactly what the pupil has said)
- Report your concerns immediately to the Designated or Deputy Safeguarding Lead
- Follow the school Child Protection Policy and procedures at all times

Fire and emergency evacuation

If the alarm sounds, exit by the nearest fire exit and make your way to the top end of our school playground. Please wait there until you are given permission to re-enter the building. If you discover a fire, please activate the alarm and inform a member of staff if possible.

First Aid

Many of our staff members are trained in First Aid. If you need 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 and Incidents

Please report any accident to a member of our school office team.

Use of school internet

All users of the school systems and Wi-Fi must comply with the Internet Safety policy. Please ask at the school office for details.

Our school's special rule is:

**'Hurt body, hurt feelings, tell
a grown up'**

Children are encouraged
to have the courage to
tell a known adult in
school.

