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All visitors and members of staff 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  
Mrs S. Mitchell

Designated Safeguarding Lead  
for Safeguarding Children:  
Mrs A. Sargeant

Deputy Safeguarding Lead  
Mrs S. Mitchell

Governor with Safeguarding  
responsibility:  
Mrs J. Menell

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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: Infant or Junior playground .

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

At the sound of a continuous bell 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 to collect their class register from Administration Staff and establish that all children are present.
5. Teachers to report to the Head Teacher 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.

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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.

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

**Sarah Mitchell**  
Headteacher

Linked to the guidelines from Essex  
Safeguarding Children Board

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## 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, sub-contractor 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 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.

### Visitor Procedures:

- All visitors must sign in at the main reception.
- All visitors will be issued with a badge which must be displayed whilst on site.
- Visitors must ensure mobile phones are not used in school, unless in an emergency, and under no circumstances should photos/ videos be taken.
- All visitors MUST sign out at the main reception and return any 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:

Report it to the member of staff you are working with or the Designated Safeguarding Lead.

Do not promise confidentiality.

Do not ask leading questions / investigate.

Do listen.

Do reassure the child.

Do tell them you will have to inform the Designated Safeguarding Lead, Mrs Mitchell.

Do make a written account.