

- Never use your personal mobile phone in areas used by young people
- Ignore inappropriate behaviours towards children either by other children or adults
- Share personal details with a child
- Meet or contact the child out of school including by text, email, Facebook or other social media or give a child a lift home
- Discuss the school, children or adults working within the school on social media
- Make inappropriate comments to a child including racist, homophobic, sexist or sexualised comments
- Give gifts to a young person (unless part of the school's agreed rewards policy or with the agreement of your line manager) or show them preferential treatment



FIRE & EVACUATION

In the case of a fire follow the following procedures:

- There should be no delay in ringing 999 and requesting fire and police....

If a child or member of staff needs emergency treatment or first aid:

- There should be no delay in ringing 999 and requesting an ambulance.

ACTION WHEN THE FIRE ALARM SOUNDS – a continuous bell

- *Leave by the nearest fire exit, if you have students with you, take them with you and ensure they leave calm and safely*
- *Do not delay your exit to collect belongings*
- *Close windows and doors behind you*
- *Go immediately to the assembly area on the school field (behind the school) and ensure that you are accounted for*

- *Do not re-enter the building until the all-clear is given*



FIRST AID

We have several first aid staff, these include all our Teaching Assistants, Midday Supervisors and Office Staff, please alert a member of staff if you feel unwell and they will call for assistance for you. Alternatively, please go to the school office. The medical room is located off the reception area at the front of the school.



HEALTH & SAFETY

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site.

- All visitors must take reasonable care for the health and safety of themselves and others when undertaking their work.
- Not intentionally or recklessly interfering or misusing equipment or fittings provided in the interests of safety or welfare.
- Reporting immediately to staff or the Head Teacher any serious or immediate danger.
- Reporting to the Head Teacher any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery which they are competent to use or have been trained to use.



NO SMOKING

Bottisham Primary School is a non- smoking school – this includes e-cigarettes. Please **DO NOT** smoke on site.



PHOTOGRAPHS

Before taking any photographs on site permission must be sought from either the School Manager or the Site Manager.



PARKING ON SITE

Walking to school will be the normal expectation and positively promoted from the outset for the whole school community. Encouraging walking also increases awareness of the local environment, independence and social opportunities.

For visitors who drive to school however, parking on the school site is **limited**. If you need to visit the school during the day you must park in the designated parking spaces where available. Street parking outside the school is usually available.

PLEASE NOTE WE HAVE CCTV OPERATING THROUGHOUT SCHOOL



SAFEGUARDING FOR VISITORS

We hope that your visit will be enjoyable, informative and safe.

Please help us by reading and complying with the guidance contained in this leaflet which is intended to ensure your health and safety.

Bottisham Primary School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.



SECURITY

By signing in and out at the office, you are agreeing to follow the advice within these pages and those within our full procedures and policies. Full safeguarding procedures are available at reception and on our website.

All visitors must wear the visitor's badge provided by reception. You will be asked to show photographic ID and a copy of this will be taken on arrival. An adult without a badge will be accompanied to the school's reception to confirm they have signed in. Please return the badge and sign out when leaving.

If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.

Unsupervised visitors: If your visit involves unsupervised contact with young people you will be asked to show the photographic ID badge provided by your employer and written confirmation that appropriate DBS checks have been made. Depending on your role and the organisation you are from you may be required to show your Enhanced DBS Certificate. We will note down the DBS number and date issued. You will also need to read the Part 1 of the DFE's Guidance, 'Keeping Children Safe in Education'.

If you have ANY concerns about a child's welfare or wellbeing or have a concern about the behaviour of any adult within the school towards a child:

- Discuss your concerns without delay with the Designated Safeguarding Lead (Headteacher or Deputy Headteacher) or members of the safeguarding team.
- Remember it is important to share your concerns even if you are unsure.

Anyone can make a referral to:
Education Child Protection Service –
ECPSGeneral@cambridgeshire.gov.uk
Early Help Hub (EHH) Tel: 01480 376666.
Multi-Agency Safeguarding Hub – referrals and professional consultation Tel: 0345 045 1362
Emergency Duty Team (Out of hours) Police Child Abuse Investigation Unit

Local Authority Designated Officer (LADO) Amanda Harrison
Lynn Chesterton
Named Senior Officer for allegations Education Adviser - Chris Meddle Education Adviser – Diane Stygal
Tel: 01733 234724 Tel: 101
Tel: 01223 727967
Tel: 01223 703564
Tel: 01223 507115

Cambridgeshire Local Safeguarding Children Board –
Safeguarding Inter-Agency Procedures
<https://www.cambslscb.co.uk/>

- **If a child makes a disclosure to you:**
 - Avoid being shocked or embarrassed.
 - Listen to the child without interrupting them.
 - Do not promise to keep a secret.
 - Do not ask the child any leading questions.
 - Reassure them that 'it is not their fault and they have done the right thing to tell you'.
 - Immediately following the disclosure report your concerns to the Designated Safeguarding Lead (see above) and write down what the child said using the child's own words and phrases. Sign and date this document and hand it to the Designated Safeguarding Lead.
 - Consider how best to manage your own feelings
 - Following reporting your concerns remember that the disclosure and the child's identity should remain confidential

Remember:

- provide a positive role model to young people
- dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing
- treat all members of the school's community with respect and tolerance
- work with children so that you are visible by a member of the school staff
- respect a child's privacy and dignity
- always be able to justify any physical contact you have with a young person
- always report any situations that arise that you may feel may give rise to a complaint or misunderstanding in respect of your own actions

Never:

- Photograph a child without the school's permission