

First Aid

Many of our staff members are trained in First Aid. If you need assistance, please inform a member of staff.

Our lead first aider is

Mrs Claire McAlden

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 school office

Use of school internet

All users of the school systems and Wi-Fi must comply with the On-line Safety and Data Security Policy. Please ask at the school office Reception for details.

Mobile Phones

Visitors to the school must turn off their phones on entering the building. These should be stored safely and not be used in any area where children are.

Conduct

At all times we ask that you behave in a respectful and polite manner, in adherence to our HEARTS values.



Fire Evacuation

If you find or suspect a fire you should sound the nearest alarm. You should only attack a fire if it is safe to do so, with the relevant equipment.

The school fire marshalls are:

Mr Neil Larocque

Mr Richard Hall

If the fire alarm sounds you should leave the building via the nearest fire exit. Do not take your personal belongings with you.

If you are working with children:

- Tell the children calmly that you need to evacuate the building and to line up at the door. Take the orange fire register.
- An adult should check the toilets and make a visual check of the area as they leave.
- Lead the class to the meeting point, on the KS2 playground ensuring that the children are lined in their class groups, facing the forest and reminded of the need for quiet. At all times remain calm but firm.
- Call the register. When complete, hold your register up to inform the Head of School/member of SLT you have completed the roll.
- Only re-enter the building, when told by the responsible Senior Leader that it is safe to do so.
- Discuss with the children how and why the evacuation took place, and what could be improved.

Health and Safety

If you notice any health & safety hazards, you should report them by informing Mr Nathan Haisman-Baker, Health and Safety representative and logging this appropriately.

If you notice any urgent health & safety hazards you should inform the Site Manager: Mr Neil Larocque.

Briscoe Primary School and Nursery

Information for Visitors

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 anything in this leaflet



Welcome

We hope you find a welcoming and friendly community whilst you are visiting Briscoe Primary School and Nursery. Our aim is to provide a safe, happy and stimulating learning environment for all children.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play (Keeping Children Safe in Education, DfE 2023)

All visitors should be prepared to provide formal identification and, where required, evidence of their Disclosure and Barring Service (DBS) check (this may be a letter from an employer to confirm the appropriate DBS check has been obtained).

All visitors must sign in and out of the Visitors Book, in the main reception area. If you have parked on site please provide your registration details.

All visitors must wear the ID provided upon signing in – this must be worn and kept visible at all times while on site. All visitors must sign out and return ID.

We take safeguarding very seriously in our school. Everyone in school has a role to play in keeping children safe, although there are certain key people with particular responsibilities:

Designated Safeguarding Lead:

Mrs Terri Chudleigh



Deputy Leads:

Miss Michelle Spight
(EYFS Lead)



Miss Kate Wright



Mr Richard Hall



Miss Emma Davis



Mr Vaughan Collier (Local Advisory Board Member responsible for safeguarding)

You



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 Deputy Designated Safeguarding Leads. The school office will make arrangements for you to speak to them if you cannot locate them.

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 someone else who might be able to help, the Designated Safeguarding Lead or a Deputy.
- 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). The school has a specific document for this record.
- Report your concerns immediately to the Designated Lead/Deputy Safeguarding Lead
- Follow the school Child Protection Policy and procedures at all times.

What to do if you have concerns about a staff member:

If you are concerned about the conduct of a member of staff you must report this to the Head of School, Mrs Chudleigh.

If your concern is about the Head of School, you must report this to the Executive Head Teacher and CEO Mrs Debbie Rogan OBE. If your concern is about Mrs Rogan OBE, then this must be reported to the Chair of the Trust, Vaughan Collier.

The school office will provide contact details, should you need them.

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 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.
- Remember that the school is an agent of referral, not of investigation.

Confidentiality

Being in a school environment means that you may hear or see incidents/information that must be regarded as confidential and not discussed elsewhere.

As a visitor within school you may find yourself in the position of being asked for information, for instance, by parents about a particular child or member of staff. You should always make individuals aware that you are unable to discuss any matters relating to school and refer them to a school staff member.

Your experiences at our school must not be discussed on any social networking site and you should never befriend any pupils over the internet.