

Fire Procedures

Should the fire alarm go off please make your way out of the building following the fire exit signs. All rooms in the school have a fire exit plan displayed on the wall.

Depending upon where you are when the alarm sounds the evacuation point is onto the school field.

Please make yourself known so that we are able to account for your presence.

Health & Safety

First Aid

First Aid kits are located in all classrooms, in the staffroom and in the school office. Please speak to a member of staff should you require a First Aider.

Housekeeping

Health & Safety is the responsibility of all individuals. Please work with us to maintain a healthy and safe environment by informing the school office of any issues and exercising good standards of housekeeping.

Further Information

Please refer to our Safeguarding & Child Protection Policy and Staff Code of Conduct (available on the school website, or in the school office).



Additional guidance is available from:



<http://www.northamptonshirescb.org.uk/>

Independent advice and guidance is available from



<https://www.nspcc.org.uk/>

You can contact the Designated Officer for West Northamptonshire, Andy Smith on 07850 854309

What to do if you have a concern

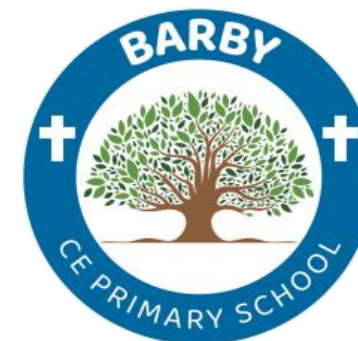
If you have a concern about any member of our school community, please speak to one of the Designated Safeguarding Leads.

Fill in a cause for concern form available from the office and hand this to a DSL.

We understand that people are sometimes unsure whether they should report something or not. Our advice would always be that if something makes you feel uncomfortable then speak to a DSL and record your observations on one of our forms. It is the role of the DSL to decide if any action is needed but we cannot make that decision if you do not tell us.

Remember... if in doubt...ask.

Barby CE Primary School



Safeguarding Children

A Guide for Visitors and Volunteers

01788 890677

Designated Safeguarding Lead:

Mrs Suman Bedi
Head@barby.pdet.org.uk



Deputy Safeguarding Lead:

Mr Steve Hier
s.hier@barby.pdet.org.uk



Safeguarding Governors:

Mr Steven Benson



Safeguarding at Barby CE Primary School

Statutory requirements

The single most important duty of anyone visiting or volunteering at our school is ensuring the safety of our children. Not only are these statutory obligations, but want to ensure that we create a positive, caring and safe environment in which to learn.

A condition of being welcomed as a visitor or volunteer in our school is that we expect you to support the school in ensuring that our children are protected at all times.

To do this we ask you to:

- **Make sure you know who the Designated Safeguarding Leads are in school.**
- **Be aware of the ways you can report any concerns you may have.**
- **Agree to abide by our Code of Conduct for visitors and volunteers.**

The key information is in this leaflet but please look at our website or speak to one of the DSLs for further information if you need it

The different types of abuse children can suffer are:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Online Safety

If you have any concerns about e-safety or feel that something is being used inappropriately then please speak to a DSL as soon as possible

What do I do if a child discloses that they are at risk?

- React calmly
- Listen carefully to the child, particularly to what is said spontaneously
- Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety.
- You may clarify your concern using terms such as :-

"What happened? ; Where did it happen? ; When did it happen? ; Who was there?", but as soon as your concern is confirmed ask no further questions as you could compromise further enquiries. Only trained staff should question a child.
- Reassure the child that they have done the right thing
- Use a Cause for Concern form to record carefully what the child says in their words including how and when the account was given. Date, time and sign the record.
- Pass this on to the Designated Member of Staff for Safeguarding immediately.

Code of Conduct

We expect you to:-

- Sign in to school when you arrive, sign out when you leave & wear your identification badge at all times
- Act as a positive role model at all times, displaying high standards in the use of language, manner punctuality and preparation
- Keep information confidential
- Inform the teacher of any inappropriate behaviour
- Report any concerns about the welfare of any member of our school community.
- Follow the instructions given to you by the class teacher, if you are working with children and respect the guidance of the teacher at all times.
- Avoid any situation where you are working alone with a child, out of sight of school staff.
- Never share personal information such as telephone numbers, email addresses or social media contacts with a child. If a child tries to share their details with you, you should inform the class teacher as soon as possible.
- **Mobile phones should not be used in our school (this includes Smart watches),** unless within the staffroom/office with permission from the Headteacher.
- Photographs or videos should never be taken on a personal device.