SAFEGUARDING STATEMENT

Fourfields Community Primary School is committed to safeguarding and promoting welfare of children and required all staff, volunteers and visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting our school. If you are unclear about anything in it, please speak to a member of staff. Please keep this leaflet in a safe place to that you can read it again if you need to.

If you are concerned about the safety of any child in our school, or if you are concerned about the conduct of any adult in school you must report this to our Head Teacher and Designated Safeguarding Lead – Mrs Sue Blyth.

VISIT PROCEDURE

- All visitors must present relevant photo identification on arrival such as a driving licence, passport or official identity badge.
- All visitors must sign in at the School Office.
- All visitors will be issued with an appropriate lanyard, which must be displayed at all times whilst on site.
- Visitors must leave via the front door and sign out leaving your visitors badge with the Office Team.
- Visitors must not use a smart phone or camera on site.
- We have first aiders on site but if you have any known allergies or medical conditions we should be aware of please inform the Office Team.

SAFEGUARDING STAFF

Mrs Sue Blyth,
Head Teacher. Designated Safeguarding Lead. Ext: 1004

Mrs Lucy Hewerdine,
Assistant Head Teacher.
Ext: 1026

Mrs Kellie Park,
Foundation Stage Lead.
Ext: 1006

Mrs Ruth Jones, HLTA
Inclusion Team.
Ext: 1028

Fourfields Community Primary School
Bentley Avenue
Yaxley
Peterborough
PE7 3ZT
Tel: 01733 703611
Email: help@fourfields.cambs.sch.uk
Website: www.fourfields.cambs.sch.uk

SAFEGUARDING LEAFLET FOR VISITORS

Please ensure you read before entering our school.

WHAT DO I DO IF I AM WORRIED ABOUT A CHILD?

If you become concerned about:

- Something a child says
- Marks or bruising on a learner
- Changes in a child's behaviour or demeanour
- Or any concern at all…

You must inform the Designated Safeguarding Lead – Mrs Sue Blyth.

TYPES OF HARM

Everybody has a responsibility to keep all children under the age of 18 safe, this applies to both the home and school environment. Harm is identified in four ways:

- Physical – this is when a child is deliberately hurt or injured.
- Sexual – This is when a child is influenced or forced to take part in a sexual activity. This can be physical activity or non-physical, e.g. being made to look at an inappropriate image.
- Emotional – This is when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.
- Neglect – This is when a child is not being taken care of properly by their parents. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

WHAT DO I DO IF A CHILD DISCLOSES THEY ARE BEING HARMED?

- React calmly
- Listen carefully to the child, particularly what is being said spontaneously
- Do NOT promise confidentiality. Explain to the child that you may need to pass on the information if you worried about their safety.
- Reassure the child they have done the right thing.
- Record carefully what the child says in their words including how and when the account was given. Include date, time and sign the record.
- Pass this information on immediately to the Designated Safeguarding Lead.

KEEPING YOURSELF SAFE

- Be professional. Be careful how you interact with or speak with a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- Always tell someone if a child touches you or speaks to you inappropriately. Make a note of this incident with the time and date and pass to the Head Teacher.
- If you have concerns about the conduct of an adult in school, it is your responsibility to inform the Head Teacher.

Remember, if in doubt…ask.

SITE SECURITY

- Please do not compromise any of our security arrangements such a leaving doors open or allowing adults or children to tailgate through the secure entrances / exits.

- The school site is no smoking, this includes vapes.

- School Policies, including Health and Safety, Safeguarding and School Security Policy are available from the School Office.

- If you discover a fire, please raise the alarm by breaking the seal on the red emergency 'break glass' boxes located around the school building.

Evacuation Procedures:

Should you hear the fire siren, a continuous alarm, please leave the building by the nearest fire exit.

The place of assembly is in the playground to the rear of the school

- Do not stop to collect personal belongings.
- Do not attempt to pass others on your way to the place of assembly
- Do not re-enter the building until told to do so by either the Head Teacher, Business Manager or Site Manager.

Invacuation (Lockdown) Procedures:

If a threat to life or risk of significant harm is established outside school an intermittent alarm will sound. Please follow instructions from your host which will be to remain inside the room away from windows and doors.