

Please read this leaflet carefully before entering our school

All visitors to the school are required to sign in and out and wear an identification sticker badge at all times.

Northwick Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all visitors to the site to share in this commitment.

Fire evacuation notice and Health and Safety

If the fire alarm sounds please leave the building by the nearest exit.

The assembly point is located on the playground, field or parents waiting area.

If you discover a fire, please operate the nearest Break-Glass unit.

If you are working with a child please take that child with you to the nearest exit, to the assembly point and report to a member of staff.

First Aid

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

Use of School Internet

All users of the school systems and Wi-Fi must comply with the E-Safety Policy. Please ask at the school office for details.

Use of Mobile Phones

The use of personal mobile devices by visitors is only permitted in office areas and the staffroom.



Safeguarding Children

Guidance for adults visiting or working on the Leigh Beck Infant Academy site.

Why have I been given this leaflet?

We work hard to make sure that children feel safe in our school. This means that they are trusting of the adults they come into contact with here.

We can all play a part in keeping **children** safe whilst working on or visiting a school site. We must also take steps to keep **ourselves** safe. We want to promote safe working practices for everyone on a school site, whatever their job.

What is safeguarding?

Safeguarding covers all aspects of keeping children safe in our school, this includes children who are vulnerable to neglect, radicalisation, physical, emotional or sexual abuse.

What do I need to do?

Be prepared to provide formal identification and possibly evidence of DBS.

Wear the identification sticker provided when you sign in.

Unless you are a permanent member of staff you should never take photographs of children anywhere on the school site with a mobile phone, personal camera or video equipment.

Do not touch, hug or be overly affectionate with the children as this can be misconstrued.

There will be certain events where photography/video will be allowed and these will be authorised by the Head Teacher, e.g. sports day, assembly, school plays.

What else do I need to know?

You should ensure that you act as a role model. We do not tolerate swearing, inappropriate language, inappropriate dress or behaviour.

All staff and visitors are expected to treat each other, and the children, with respect and behave in a professional manner.

What should I do if a child says something to me that causes concern?

If a child begins to tell you something that is happening to them, you should:

- Tell them that you want to make sure that they are safe
- Never promise to keep a secret. Tell them you will have to pass on what they tell you to the Head Teacher
- Listen carefully. **DO NOT** ask any questions
- **REPORT IT IMMEDIATELY** to the Head Teacher/DSL
- Fill in a Child Protection Incident Form (salmon colour) with the Child Protection staff
- Never talk about what you have been told with **ANYONE** including other staff members

What sort of things should I report?

If a child says such things as:

- * Someone hit me at home or hurts me
- * Someone touched me where they shouldn't

* If you are working with a child over a long period of time and you see reoccurring signs of neglect e.g. broken shoes or smell. This list is not exhaustive. Report any concerns immediately.

Please remember that such cases are quite rare and you may never have a child disclose something to you, but it is important to know what to do, should a child disclose something.

Our designated child protection staff are:

Emma Lane

Designated Safeguarding Lead (Head Teacher)
head@northwickpark.essex.sch.uk

Tracy Smith

Designated Safeguarding Lead
(Acting Head of School)
tsmith@leighbeck-iinf.essex.sch.uk

Confidentiality

As a visitor to the school this may mean having access, in a variety of ways, to information that may be regarded as confidential. All visitors to the school are asked to keep any information heard or seen during the course of their visit confidential.

Regular visitors to the school will be asked to sign our Confidentiality Agreement.

All data sensitive paper documents which you may have access to during your visit remain the property of the school and should not be taken off site.