KEEPING WHO SAFE?

Adults visiting or working on a school site play an important part in the life of a school, whether helping to build or maintain the building or visiting as part of the school's wider community.

We can all play a part in keeping **children** safe whilst working on or visiting a school site. This is whether you are directly employed by the school, or working as a contractor or sub-contractor.

Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on a school site, whatever your job.

We must also take steps to keep **ourselves** safe.

To keep yourself safe from possible allegations, please follow this advice.

All visitors to the school are to switch off their mobile telephones.

DO NOT .....

✘ Instigate verbal or physical contact with pupils (this applies both on and off site) **unless it is appropriate and a part of an agreed reason for your visit**.

✘ Respond to verbal or physical contact from pupils. If this occurs, or you have any other concerns about pupil behaviour then report it immediately to your Foremen or to someone in the school office.

✘ Give any personal information to any pupil, for example your name, address, telephone or mobile number, email address or social media user names.

✘ Accept or respond to pupil attempts to give you personal information, for example; name, address, telephone or mobile number or email address.

✘ Accept physical or verbal abuse from a pupil. DO NOT respond yourself, but report it immediately to your Foremen or to someone in the school office.

✘ Give out personal social media site information, or respond to any pupil friendship requests on your own personal social media network site accounts.

✘ Do not take photographs on the school premises where children are in focus.

DO .....

✓ Be aware that verbal interaction with pupils may be interpreted by them as offensive or as harassment. Even if this was not your intention.

✓ Report any unacceptable behaviour from a pupil.

✓ Be aware that contact made outside of the school environment as a result of you coming into contact with a pupil whilst you are on a school site, may have an impact on your employment.

✓ **Please, follow the advice in this leaflet, and keep yourself and our children safe!**

WHAT CAN PARENTS/CARERS DO?

As a parent/carer you are important in keeping your child safe. You should always:

- Feel confident to raise issues about your child with school.
- Talk to school if you need help or support.
- Be aware of school policies (these may include: health and safety, bullying and complaints).
- Let the school know about any medical conditions that your child may have.
- Let the school know if you have any changes in circumstances. This might be moving house, changes to who has parental responsibility, contact details (including emergency contacts).
- Inform the school if your child is going to be absent and why.

VISITING BUSHEY HEATH PRIMARY SCHOOL

ALARMS

- If you hear the fire alarm (continuous sound) please make your way to the assembly point in the junior playground.
- If you hear an intermittent alarm, this is a lockdown. Please go to the nearest classroom/office where staff will guide you to a place of safety.
- If we need to evacuate the school, children and staff will walk to Church of St Peter, 19 High Road, Bushey Heath, Herts, WD23 1FG or The Three Crowns 1 High Road Bushey Heath, Bushey WD23 1EA.

WORKING ON SITE

- All appropriate Health and Safety Procedures, including Risk Assessments, where required must be completed prior to beginning work on the school site. Please liaise with the school office.
- If you are working on site, please ensure all Health and Safety procedures are followed, do not leave tools, wires where they can cause an accident or are accessible to children.
- Visitors must not use their mobile phones whilst in school, please turn your phone off while on school premises.

THE SAFEGUARDING TEAM

Safeguarding is the responsibility of everyone working in school. Nevertheless, we do have some key people who are fully trained and lead on the safety and welfare of children here at Bushey Heath – they are:

Ms Barefoot, Mrs Lewis,
Miss Allett & Mrs Griffiths

Designated Safeguarding Governor
Alex Moss

Chair of Governors
James Hughes

Our full Safeguarding Policy and Behaviour Policy (including our Anti-Bullying Policy) can be viewed at the office or accessed via:

www.busheyheathjm.herts.sch.uk

If you have safeguarding concerns about a child and are unable to pass them to the DSP at school, please contact Children's Services immediately on 0300 123 043 (and/or the police on 101).

In an emergency please contact the police on 999.

BUSHEY HEATH PRIMARY SCHOOL

SAFEGUARDING CHILDREN

Guidance for adults visiting or working on a school site

A vibrant school inspiring children to realise their potential