



Bridgewater Primary School

Safeguarding in our school – A Visitor's Guide

2016-2017

We warmly welcome you to our school. This booklet contains important information for you to read and to keep with you throughout your visit as a reference.

Signing In and Out

To ensure the health and safety of all individuals within our school all visitors are required to sign in before entering the school and sign out on departure. Please enter the building through the central reception area. **All visitors will be given an ID badge that must be worn at all times.** We encourage both staff and children to challenge those who may be unfamiliar or who are not wearing a badge. When signing out please ensure that badges are returned to the School Office.

Emergency Evacuation

The Headteacher is responsible for fire safety and emergency evacuation. The emergency alarm is a continuous siren at which point the fire drill will immediately be put into place. Class teachers and all other staff will follow the procedures to ensure their children safely evacuate the school from the nearest exit. Details of these are held in every classroom/ office/area.

If you hear the alarm please make your way immediately to the playground and follow the instructions given to you by members of staff. Please do not wait or deviate to collect belongings. Please do not return to the building until you have been told that it is safe to do so.

In the event of a **critical incident**, the Critical Incident Plan will be put immediately in place and you will be informed immediately as to what you will need to do.

First Aid

A number of our staff, including the Office Manager, are qualified first-aiders. Staff members are regularly trained and updated in the administration of epi-pens. Some members of our staff are trained in more specific medical support, such as diabetes care.

Prescription medicines can be given to children, at the discretion of the school, if the Office Manager is in receipt of a signed consent form with clear instructions from parents/ carers. These medicines are stored safely in the appropriate place.

Inhalers are kept in the appropriate year group boxes securely within the medical room. Parents/carers are required to give signed consent and instructions as to their use.

Child Protection – your role

If during your visit you have a safeguarding concern please come immediately to the School Office and ask to speak to one of the following senior leaders for Child Protection:

- Mrs Alison Harvey – Headteacher
- Mrs Frances Troop – Deputy Headteacher /SENCO
- Miss Jenna Cox - e-safety

A copy of the school's Safeguarding Policy is available on the school website. A copy for reference is available in the School reception. Miss Cox is also available to support any concerns regarding online-safety, contact her through the School Office.

Equality and Discrimination

All staff are responsible for reporting all incidents that discriminate against any member of our school community to the Headteacher, who will then oversee the investigation, actions, the maintenance of appropriate records and reporting arrangements. This includes incidents of **bullying**. The Anti-Bullying Policy and Equality Duty are published on the school website.

If you see or hear anything that concerns you during your visit please speak to any teacher or directly to Mrs Harvey, the Headteacher or, in her absence, Mrs Troop – Deputy Headteacher/Designated Senior Leader for Child Protection.

Pastoral Care

In addition to the support offered by Class teachers and non-teaching staff, we also have a dedicated Nurture leader within the SEN team, providing pastoral care and 1:1 support for the children. This includes support for bereavement and family difficulties. If you would like to speak to any member of this team for support or further information please contact Mrs Frances Troop or Ms Sharon Jones.

Educational Visits Co-ordinator

Our EVCO is Mrs Alison Harvey, Headteacher, who is responsible for ensuring that school educational visits are undertaken in accordance with the relevant legislation and that all risk assessments are in place. Should you require any further information about a specific school trip or any arrangements please contact Miss Pearson through the School Office.

Attendance and Punctuality

The Headteacher is legally responsible for maintaining both the attendance and punctuality of all pupils at our school. The Educational Entitlement Service (EES), from Northamptonshire County Council, works with the school to provide support for parents and carers whose children's attendance and punctuality falls below accepted levels. This is a county wide requirement and expectation for all schools.

Children who are late for registration will need to be signed in at the School Office for health and safety. Children who are absent, through illness or for another reason, should telephone the School Office to inform the school. Any parent/carer concerned about a child's attendance or who would like support with attendance is asked to contact Mrs Cox, the School Office Manager, in the first instance.

Medical or other Appointments

Children being taken by parents/carers from school to attend a medical, dental or other such appointment are signed out at the School Office and signed back in on return to school.

Health and Safety

The Headteacher is responsible for health and safety. Mrs Harvey is supported by Mrs Mary Kay (Chair of Governors.) A copy of the school's Health and Safety policy is available on request.

Positive Handling

There are members of staff in every area of the school who are trained in Team Teach that supports the safe handling of children.

Community Police

The school has a good relationship with the local PCSO officers, who work closely with the school and our local community. If you would like to speak to one of them please ask at the School Office for their contact details.

Parking

The parking rules are designed to keep our children safe. If you hold a blue badge please notify the School Office, who will make a note of the registration of your car enabling you to park in the school car park disabled bays.

Children must not ride bikes or scooters past the school gate for their own safety and the safety of others.

Key Contacts for Safeguarding

- Mrs Alison Harvey- Headteacher – Designated Senior Leader for Child Protection
- Mrs Frances Troop- Deputy Headteacher/SENCO/ Designated Senior Leader for Child Protection
- Miss Jenna Cox – ICT Team Leader – responsibility for online-safety
- Mrs Mary Kay – Chair of Governors and responsibility for Safeguarding
- Mrs Viv Watkins – Governor with responsibility for Safeguarding

Any queries please contact the School Office; they will contact the relevant member of staff to help you.

Enjoy your visit!