Staff Conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

- Immediately inform the Headteacher or the Chair of Governors

Fire/Emergency Procedures

Any person discovering a fire must:

- Operate the nearest fire alarm

(The fire service will be called immediately by dialing "999" using the nearest telephone, when appropriate)

On hearing the fire bell:

- When in class the order to evacuate will be given by the teacher, who will indicate the route to follow.
- When not in class you must evacuate the building the nearest fire exit ensuring all doors are closed behind you.
- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.

First Aid

If a child requires first aid assistance when in school, please contact a member of staff.

Mrs. Hudgell – Paediatric/general first aid
Mrs. Martin – Paediatric/general first aid

All other staff – general first aid

Evacuation Plan in event of an intruder
Any person discovering an intruder in school should immediately make the Headteacher or school office aware.

The Headteacher is to contact the Police immediately by dialing "999" using the nearest telephone.

Do not attempt to engage with the intruder

Once aware of an intruder alert – (5 short blasts of air horn)

In-class: Close all blinds, close/lock any doors, all children to sit down on the floor in the centre of classroom.

Teacher to remain clam and reassure all pupils.

Around the School: remain calm and reassure all pupils whilst escorting them to the nearest classroom or lockable room. Once in the room follow the in-class procedures.

Playground/playing field (acre): calmly and quickly escort the pupils away from the school buildings. Do not attempt to come into school. Assemble in the top corner of the playing field (acre) and raise the alarm with a member of the public or by mobile device, dialling 999.

Evacuation Plan in event of an incendiary device
Any person discovering a bomb in school/receiving a call of an incendiary device on the school grounds should:

Ring the fire bell - Contact the police immediately "999" using the nearest phone.

Do not attempt to move or tamper with the device in any way

On hearing the bell:

- When in class the order to evacuate will be given by the teacher, who will indicate the route to follow.
- When not in class you must evacuate the building by the nearest fire exit ensuring all doors are closed behind you.
- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.

Please all assemble on the playing field (the acre).

Safeguarding Guide

for

School Visitors and Volunteers

Welcome to Broughton Primary School

We are committed to safeguarding and promoting the welfare of children. As such we expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our Safeguarding and Emergency Procedures.

Please keep the leaflet safe so that you can read it again if you need to.

Broughton Primary School
School Lane
Broughton
Stockbridge
Hampshire
SO20 8AN
01794 301286

adminoffice@broughton.hants.sch.uk
www.broughton.hants.sch.uk

Keeping ourselves safe

- All visitors must sign in at Reception on arrival.
- Visitors will be issued with a badge that must be worn and visible at all times.
- Visitors are asked to read this leaflet in full on arrival on their first visit.
- Visitors should remain in Reception until under the supervision of a designated member of staff.
- Mobile phones are not to be used. Whilst on the school site.
- Photographs are not to be taken unless by prior agreement.
- Be a good role model to our pupils by being respectful, fair and considerate of others.
- Report to staff any unacceptable behaviour.
- When working with a pupil(s) ensure you are visible to others.
- All visitors must sign out at Reception

Regular Volunteers

- Volunteers must sign in at Reception
- Volunteers must sign out at Reception

Our regular volunteers, staff and Governors have a valid DBS check

If you feel a child may be at risk of harm but are not sure, then **inform one of the Safeguarding team immediately.** They will offer advice and take appropriate action. Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background ability or disability. A copy of the schools safeguarding policy is located in the school office and staff room.

Our Safeguarding Team

Designated Safeguarding Lead:
Mrs. Lucy Macey, Headteacher

Deputy Safeguarding Leads:

Ms Hannah Lowey, SENDCO.

Mrs. Clare Yates, Senior Admin. Officer
Mrs. Owena Archer, at our West Tytherley site

Types of harm We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways:
Physical - when a child is deliberately hurt or injured.
Sexual - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity of no-physical, e.g. being made to look at an inappropriate image. **Emotional -** 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 - when a child is not being taken care of by their parents/ guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school are being left home alone. **If in doubt...ask**

If a child discloses they might be subject to abuse:

• React calmly

• Listen carefully to the child, particularly what is said spontaneously.

• Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.

• Do not ask leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, for example, "tell (T), explain (E), describe (D)" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.

Only trained investigators should question a child.

Reassure the child that they are doing the right thing.

Record carefully, what the child says in their own words including how and when the account was given. This must then be dated and signed and immediately passed to one of the Safeguarding Team.

REMEMBER...if in doubt...ask.

Please do not leave our school without telling someone or doing something.