

FIRE & EMERGENCY PROCEDURES

HEALTH & SAFETY

In case of a fire alarm – continuous sounding alarm:

- Leave your belongings;
- Walk calmly to the nearest exit;
- Gather on the **Fake Grass Area**
- Do not re-enter the school until clearance is given.

If you discover a fire, please sound the nearest alarm immediately.

SAFE WORKING AT BUSBRIDGE INFANT SCHOOL

- Provide a good example and be a positive role model by being respectful, fair, and considerate to ALL.
- Treat ALL children equally; never build a 'special relationship' or favour a particular child over others.
- Ensure that when working with children that a door is left open, or that you can be visible to others.
- All members of staff are aware of their responsibilities to report any health and safety concerns to the school office immediately.
- Risk assessments are carried out regularly and communicated to pupils and staff.
- Be responsible for using any tools and equipment safely. They must never be left unattended.

LET'S WORK TOGETHER

This leaflet outlines how we, as a school and a community, intend to keep you as a visitor and our children safe. If whilst working with a child, you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in a child's behaviour

Please report this to one of the DSL Team.

For more information on any aspects of this leaflet, please contact our Headteacher, Darren Heatley, or the school office.

Office opening hours are: 8.30am to 4.15pm Monday to Friday.

Phone: 01483 417898

Email: info.busbridge@sfet.org.uk

Busbridge Infant School
Hambledon Road,
Godalming,
Surrey GU7 1PJ

ALLEGATIONS

Any allegations against a member of staff should be reported to the Headteacher.

If the concerns are regarding the Headteacher, the Chair of Governors should be contacted.

chair.busbridge@sfet.org.uk

Updated 31/08/2023 v1

INFORMATION FOR VISITORS 2022-2023

SAFEGUARDING

Busbridge Infant School and the Governing Body are committed to safeguarding and promoting the welfare of all our children, staff, and visitors. It is everyone's responsibility to share this commitment.

If you are concerned about a child's welfare, please speak to any member of the **Designated Safeguarding Team**.

Designated Safeguarding Lead (DSL) is:

Hannah Jones



Deputy DSLs are:



Darren Heatley



Mandy Scully

Safeguarding Governors are:

Gemma Potter & Julia Jagelman

Chair of Governors is Anna Dawkins:

chair.busbridge@sfet.org.uk

C SPA: 0300 470 9100

WELCOME TO OUR SCHOOL

Adults visiting or working on a school site play an important role in the life of a school, whether visiting as part of the school's wider community or helping to maintain the building. All visitors will be asked to sign in at the Reception Desk where they will be given a coloured lanyard:

Blue for **Staff**

Yellow for **Governors**

Green for **Visitors with a seen DBS**

Red for **Visitors with no seen DBS**

When many Parents or Carers are visitors a sticker with a coloured dot will be given instead. Please remember to wear your lanyard or sticker at all times. You will be asked to report to the Reception Desk if challenged for not wearing it. Thank you.

IMPORTANT INFORMATION FOR YOU

The information contained in this leaflet is linked to the further policies which are available in the Policies section of our website www.busbridge-infants.org





DBS CERTIFICATES

All staff, regular visitors, and volunteers are subject to Disclosure and Barring Service (DBS) Certificates. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office.

PLEASE DO NOT...

1. Give any personal information to any pupil, for example your address, telephone or mobile number or email address, this includes to your access to a social networking site.
2. Accept or respond to a pupil attempting to give you their personal information.

PLEASE ALSO NOTE...

-  Smoking is not permitted on our school site.
-  Please refrain from using mobile phones on the playground.
-  Mobile phones are NOT to be used unless needing to make/receive urgent calls in either the staffroom, or Headteacher's office. Please ask the school office if you are unsure where to do this.
-  Photos or videos must not be captured by any visitors without the express permission from the Headteacher (e.g. Celebration Assembly, Sports Day, Christmas Performance).

PLEASE DO...

Follow the advice in this leaflet to **keep yourself safe from possible allegations** please.

Ensure that you are **dressed appropriately** for the task you are undertaking and for the school environment.

Follow the **fire procedures** shown overleaf.

Use **tools and equipment** safely and **never leave them unattended**.

Use **appropriate language** in and around the school.

Use the adult toilets available. **Please do not use the children's toilets.**

Maintain **pupil confidentiality**.

Be aware of **appropriate boundaries and touch** with a child.

Report any concerns to the **Designated Safeguarding Team**. Office staff can assist you to do this.

FINALLY REMEMBER...

If a child makes a disclosure, it can be an alarming situation. It is important to know what to do:

- Accept and listen to what is said without displaying shock or disbelief.
- Allow the child to talk freely, listen and do not ask leading questions.
- Reassure and do not make promises.
- Explain that you have to tell a member of staff so that they can help them.
- Reassure that it is not their fault.
- Stress that it was right to say something.
- Record the details of the disclosure immediately, including where possible exact words or phrases the child used.
- Sign and date the record in black pen and pass to the written record to the DSL.
- Keep the child's name and details confidential.