

Safeguarding

What if a child wants to tell me something?

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

- Tell them that you want to make sure they are safe.
- Tell them that you will have to pass on what they tell you to keep them safe.
- Listen carefully and try not to ask questions.

Remember

NEVER PROMISE TO KEEP A SECRET

ALWAYS PASS ON THE INFORMATION IMMEDIATELY

First Aid

If you encounter a child with any medical concerns or who seems ill, they should be referred to the medical room where a qualified first aider can assess them.

In case of an accident please contact the school office from the nearest phone and a first aider will be sent.

Office telephone number: 100

Health and Safety

The school is regularly audited to ensure that the facilities are safe for young people. However, you have a responsibility to ensure that your actions do not endanger the young people in our school.

Please ensure that you follow instructions on the school site and do not operate equipment you are not trained for.

School Trips

All school visits operate in line with the school procedures.

The school operates under the Norfolk County System for approving educational visits. Full details can be obtained from Michelle Glover (Educational Visits Co-ordinator).

Safeguarding & Child Protection



Brundall School

Quick Guide

July 2010

Introduction

Safeguarding and Child Protection are important parts of the role of all grown ups at Brundall Primary School. We ask everybody who works with our students to follow the guidelines set out in the leaflet.

Regardless of whether you are a teacher, a member of support staff, a visitor or a volunteer, we ask that whilst you are at Brundall Primary School you are aware of our policies and procedures.

Keeping pupils safe

The school operates a policy of restricting unsupervised access to pupils to those who have been correctly vetted.

All adults who work regularly with our young people undertake a Criminal Records Bureau check which must be completed before they commence working with our young people.

Adults visiting the site for meetings who will be accompanied at all times do not need to be checked. Adults from the Local Authority carry identification cards and are checked by the LA.

Child Protection

Things you should report

- Does the child seem regularly to be unfed or unkempt?
- Does the child seem to regularly be bruised or have injuries?
- Does the child talk about violence at home?
- Does the parent talk about violence at home?

**This list is not exhaustive -
Please report anything that gives you
cause for concern.**



If you have any concerns about a young person you meet in Brundall Primary School you should report these to a member of staff.

If you feel a young person is at risk or is the subject of abuse you should contact the designated Child Protection Officers who are:

- R. Stuart-Sheppard (Headteacher)
- M. Glover (Deputy Headteacher)

If you are unable to locate either of these staff, concerns should be written on the Child Protection form (available in the staffroom) and given to the school office to be placed in a sealed envelope marked confidential.