

Staff & Visitors

(please take a leaflet)

Safeguarding and Health & Safety Information

Carterhatch Junior School

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Designated Staff for Safeguarding

Helen McGovern
Designated Safeguarding Lead

Amy Fry
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Elena Erotokritou
Designated Child Protection Deputy

Lynda Hannaford
Designated Child Protection Officer

Please contact a designated staff member or any member of SLT if:

- any child makes an allegation that causes concern
- you see any unexpected marks on a child's body
- if a child displays any worrying behaviour

Please record on the 'Cause for Concern' form and give to a designated member of staff (listed above) immediately.

Welcome

This leaflet outlines how we as a school and community ensure that our children are safe. As a Trust, we recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children. We recognise that all members of the school community, including volunteers and governors, should play a full and active part in protecting our pupils and ensure appropriate safeguarding is in place.

Safeguarding the school premises

Staff and members of the community are responsible for the safety of the perimeter of the school and ensure that gates and doors are closed behind them to restrict access into the school.

Allegations against members of staff/Whistleblowing Policy

Any concerns about the conduct of a member of staff should be passed on to the Headteacher. If the concern is about the Headteacher, then it should be reported to the CEO. Allegations will be thoroughly investigated and action may be taken. If an allegation is made about the conduct of the CEO then this should be reported to the Enfield Learning Trust Chair of Trustees.

DBS Certificates and safeguarding checks

All staff, including supply 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. Visitors are required to provide ID and DBS details prior to their visit.

Signing in/out

Visitors and Contractors must sign in and take a printed badge. The identity badge must be worn at all times whilst on the school grounds. Visitors and contractors must also sign out at the end of the visit.

Safe working within Carterhatch Junior School

- Provide a good example and be a positive role model by being respectful, fair and considerate to all.
- Treat all children equally.
- Ensure that when working with individual children, the door is left open or that you can be visible to others.
- Do not photograph children, exchange emails, text messages, phone numbers, or give out your own personal details.
- Do not receive or give gifts unless arranged through school.
- Please note that Carterhatch Junior School is an asbestos school.

Cars on school premises

Only authorised vehicles are permitted to park on the school grounds. Please be considerate of our neighbours when parking near to the school.

Volunteers'/Visitors' responsibility

All those who come into contact with children through their everyday work, whether paid or voluntary, are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At Carterhatch Junior School we all have a duty to safeguard and promote the welfare of our children.

Evacuation procedures for fire and emergency

Evacuation procedures are displayed in every room. All adults must acquaint themselves with these procedures.

Fire bell guidance for visitors

- When the emergency alarm bell rings, please leave the school via the nearest exit and assemble at the pagoda next to the green cabin on the main playground.
- Do not return into the building until permitted.

Confidentiality

All staff receive a Code of Conduct, which they read and sign annually, stating their responsibility to remain confidential about any sensitive information and this is only disclosed on a need to know basis. All pupils and staff records are kept securely.

Safer handling

All members of staff have a duty of care to ensure all children are safe, this may mean that there is a physical intervention, albeit rarely. This happens only when necessary to protect a child and keep them safe. Select members of staff across the school have received training in safer handling.

REMEMBER

If you are unsure about anything or have any concerns during your visit, please inform a member of staff immediately or let the school office know.

WHAT TO DO IF SOMEONE MAKES A DISCLOSURE TO YOU:

A child may choose to confide in any member of staff. Please remember:

- Yours is a listening role. Don't interrupt the child if he or she is freely recalling a significant event. Any questions that may be needed to clarify what the child is saying should be framed in an open manner and not lead the child in any way.
- Inform a designated member of staff as soon as possible and give them a completed 'Cause for Concern' form at the earliest opportunity. The form should record the time, date, place and names (Please include **surnames**) of anyone present as well as what was said - this could be used in any subsequent court proceedings.
- Do not promise confidentiality. You have to pass this information on.
- Once you have informed designated staff and completed a Cause for Concern form, they will take on the responsibility for any further action.
- If you are unsure if it is a serious disclosure, always see designated staff for advice. **It is better to be safe than sorry.**



TEDDY

T - Tell me what happened

E - Explain what you mean (so you are clear about people and events)

D - Describe what happened

D - Don't promise confidentiality

Y - Your responsibility to contact designated staff