

## 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. Remember children may interpret your words/actions differently.
- 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 and wear an identity badge.

If you feel that 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.

### Types of harm

We all have a responsibility to keep children 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 also be an activity such as being made to look at inappropriate images.

**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 and being left home alone.

### REMEMBER

#### If in doubt...ask

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

## 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 on paper, 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:

### Our Designated Safeguarding Lead:

Mrs E Marfleet,  
Headteacher



### Deputy DSL:

Mrs J Childs,  
School Business Manager



## Evacuation Plan in event of an intruder

Any person discovering an intruder in school should immediately tell the Head Teacher.

*The Head Teacher to contact the Police, dialling "999" .  
3 short, sharp blasts will be sounded by a whistle.*

### Once aware of an intruder alert - In-class Instructions:

Close all blinds, close any doors, all children to evacuate to the hall and sit on the floor away from the doors. Foundation to sit on floor in classroom away from windows and doors. Teacher to remain calm and reassure all pupils.

Indoor Instructions: Remain calm and reassure all pupils whilst escorting them to the nearest classroom – once in the hall follow the in-class procedures.

Outdoor Instructions: Calmly and quickly escort the pupils away from the school buildings. Do not attempt to come into the school. **Assemble in the Church** (taking the emergency bag) and raise the alarm with a member of the public where possible.

## Evacuation Plan in event of an incendiary device

On discovering a bomb in school/receiving a call advising of a threat, you should: Ring the hand held school bell for a prolonged period (located in the hall). Contact the Police immediately, dialling "999".

### 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 your teacher, who will indicate the route to be followed.

- When not in class form single file and move by the most direct route to the place of assembly.
- At all times act quietly and calmly.

- Do not stop to collect your personal belongings.

The place of assembly is: **Church**

## 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.
- In their absence, immediately inform the Deputy Headteacher.

## Fire/Emergency Procedures

Any person discovering a fire must:  
Operate the nearest fire alarm.  
(The fire service will be called immediately by dialling "999" using the nearest telephone, when appropriate)

### On hearing the fire signal:

- When in class the order to evacuate will be given by the teacher, who will indicate the route to be followed.
- When not in class form a single file and move by the most direct route to the place of assembly.
- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.

## First Aid

All of our staff are trained in First Aid. Any member of staff can be sought to administer First Aid, if required.



## Safeguarding Guide for

School Visitors and Volunteers  
Welcome to Kneesall C of E 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 expectations of you whilst visiting the school. It gives information about our Safeguarding and Emergency Procedures. Please keep the leaflet in a safe place so that you can read it again if you need to.

We hope you enjoy your time at our school.

**Kneesall C of E Primary School**  
School Lane

Kneesall

Notts NG22 0AB

01623 861069

office@kneesall.snmatt.org.uk  
[www.kneesallcofeprimary.com](http://www.kneesallcofeprimary.com)