

As an adult either visiting or undertaking direct work with a child(ren) in this school you have a duty of care towards **all** pupils. This means you must always act in a way that is consistent with their safety and welfare.

You must follow the principles of safer working practice, which include use of technology; under no circumstances should you contact or take images of pupils on personal equipment, including your mobile phone. **We ask that you do not use your phone whilst in the school and it should be stored away whilst you are working with the children.**

If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Safeguarding Lead (DSL) or the Deputy/ies who are;



Useful contacts

The DSL is **Rachael Brown**. If you have any questions or comments about the safeguarding of pupils, you can contact the DSL or DDSL using the details below.

Below is a list of useful contacts should you have any queries or concerns.

Headteacher & DSL – Rachael Brown

Deputy DSL – Paula Dale, Liz Clarke

Chair of governors – Lucy Roberts

Safeguarding governor – Sarah Blackburn

Health & Safety—Paula Dale

You are able to contact all of the people named above via email or telephone:

office@bereregis.dorset.sch.uk

01929 471 334



Bere Regis **Primary and** **Pre-School**

Child protection and safeguarding summary and health and safety guide for visitors



Bere Regis Primary and Pre-School and The Wessex MAT is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share this commitment.

Reporting Concerns

If the behaviour of another adult in the school gives rise to concern you must report as soon as you are able to, to the Headteacher or DSL/DDSL.

The following is not an exhaustive list, but you might become concerned because of:

- Seeing a physical injury which you believe to be non-accidental
- Observing something in the appearance of a pupil which leads you to think his/her needs are being neglected
- A pupil telling you that s/he has been subjected to some form of abuse

In any of these circumstances you must write down what you observed or heard in the child's words, date and sign the account and discuss it with the DSL or a Deputy as soon as possible.

Reporting Concerns

If a pupil talks to you about (discloses) sexual or physical abuse you should:

- Listen carefully without interruption, particularly if s/he is freely recalling significant events
- Only ask enough questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not 'lead' the pupil in any way, only ask 'open' questions
- Make it clear to the child/young person you have a duty to safeguard them so must pass the information on, but only to those who need to know
- Tell the DSL or Deputy without delay
- Write an account of the disclosure as soon as you are able (the same day), date and sign it and give it to the DSL.

Do not ask the pupil to repeat the disclosure to anyone else in school, ask him/her or any other pupil to write a 'statement', or inform parents. You are not expected to make a judgement about whether the child is telling the truth.

Remember – share any concerns, don't keep them to yourself.

Health and Safety Information for Visitors

Emergency Evacuation of the school

- On hearing a continuous alarm visitors should Immediately leave the building by the nearest exit and assemble on the playground to the rear of the school
- You should not re-enter the building whilst the alarm is ringing or before authorised to do so by a senior member of staff present
- You should not stop to collect personal belongings in an emergency
- Anyone discovering a fire you should immediately raise the alarm by operating the nearest 'break glass' fire alarm

It is against the law to smoke anywhere on the school premises, this includes external areas such as the car park, playground and school field.

Please report any hazards other than fire to Mrs Dale in the school office.

If you discover a fire please raise the alarm immediately.