

Guidelines for safe working practice within Brookfields School



This leaflet has been issued as a guide to the school's expectations of visitors. Please seek advice if you are unclear about any of the information.

Designated Safeguarding Leads



Sara Ainsworth
Executive Head
Designated Safeguarding Lead



Harry Dineley
Head of School
Deputy Designated Safeguarding Lead



Louise Green
Family Support Worker
Deputy Designated Safeguarding Lead

Safety and Security Do

- Anyone arriving in school must sign in at Reception where they will be issued with a visitors pass. These passes must be always worn alongside any agency / school identity badge also.
- Sign in and out when entering and leaving the premises
- Make yourself aware of our fire procedures (information on classroom walls)
- Leave the building via the nearest exit in an emergency
- Wear appropriate attire (e.g. no low cut tops, short skirts, appropriate shoes and small / no jewellery)
- Be responsible for your own health and safety
- Make yourself aware of our First Aiders (information on classroom walls), and if a child requires first aid refer to a First Aider
- If a child becomes unwell, refer to the class teacher
- Report disclosures made by pupils to the DSL / DDSL
- Alert a member of staff if you have any concerns in relation to your own health and safety / safeguarding
- If you have any allergies or health needs that may impact on school or be dangerous if triggered, please inform a senior leader at induction / on arrival
- Think about your own safety and report anyone / anything that appears suspicious
- Ensure all doors remain closed securely
- Follow school policies and procedures at all times; if in doubt check with a member of staff
- Expect school staff to challenge you politely if they have reason to believe you are not adhering to our safeguarding / health and safety procedures
- Camera/mobile phones must be switched off whilst you are in school and kept in bags / cupboards. If you need to be contacted for an emergency please give the school number.

Do not

- Smoke or vape anywhere on the school site
- Open the gate / door to any visitors – alert a member of staff
- Share any security information
- Drink / carry hot drinks anywhere where children may be present
- Discuss school issues or refer to any pupil or member of staff on a social networking site or outside of school

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 responsible person to question your motivation and intention.

At Brookfields School we all must safeguard and promote the welfare of children.

Please follow our Code of Behaviour:

- Do treat everyone with respect
- Do provide an example you wish others to follow
- Do remember that someone else might misinterpret your actions, no matter how well intentioned
- Do plan activities so that they may involve more than one person or are at least in sight / hearing of others
- Do respect a child's right to personal privacy
- Do act as an appropriate role model
- Do provide access for children and adults to feel comfortable enough to point out attitudes and behaviours they do not like, and provide a caring, positive atmosphere
- If you are not sure of something, please ask the staff member or team. Do not assume anything
- Do not permit or undertake abusive behaviours, bullying or ridiculing
- Do not make inappropriate comments to or have inappropriate 'banter' with children
- Do believe that abuse can happen anywhere

Worried about a child

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, educational attainment, and their emotional wellbeing. Some changes in a child's behaviour may not necessarily indicate that a child is suffering abuse or neglect and may be due to other difficulties, illness, life events etc. 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 these concerns to the class teacher who will pass the information to the DSL.

For all information about Safeguarding please see the school's Safeguarding and Child Protection Policy. You may request a copy at the office or find this on our website.

Disclosure of abuse by a child

- Whilst this can be a stressful situation, it is important that you know what to do in such an eventuality, in order that you can stay calm and behave appropriately.
- Listen to what is being said without displaying shock or disbelief. Accept what is being said
- Allow the child to talk freely, listen and do not ask direct questions
- Reassure the child but do not make any promises that might not be possible to keep
- Do not promise confidentiality but explain that you must tell the Headteacher in order that you can help them. Make them aware that their disclosure will only be reported to those that need to know and can help
- Do not interrogate or ask leading questions
- Reassure the child that it is not their fault
- Stress that it was right to share
- Record details of the disclosure immediately, including where possible the exact words or phrases used by the child. Sign and date the record
- Report your concerns and give your written record to the Headteacher (DSL) or one of the Deputy Designated Leads for Safeguarding to enable the matter to be dealt with in the most appropriate way.
- Be aware of your own feelings and seek support if required but you must remember that the child / incident details must remain confidential.

Allegations Against Adults

Any concerns or allegations should be reported to the Executive Headteacher, Mrs Sara Ainsworth
If the concerns are about the Executive Headteacher then these should be reported to the Chair of the Academy Council; Mrs Clare Williams.

Safe working within Brookfields

- Provide a good example and be a positive role model by being respectful, fair, and considerate to all
- Do not use your mobile phone on the school premises where children may be present or in the staffroom area
- Do not photograph children, exchange text messages or phone numbers or give out personal details
- Do not receive gift or give gifts unless arranged through school
- Only touch children when this is necessary and appropriate for the child's wellbeing and safety
- Do not open up attachments on the internet that you are not sure of and Internet browsing is not permitted unless permission has been given.

Fire

If the fire alarm sounds during your visit, please:

- Exit the building via the nearest exit and assemble on the school playground
- Do not run or collect your belongings
- Do not re-enter the building unless permitted to do so
- If you are working with pupils they should also be guided to leave via the nearest exit and assemble with their class

DBS checks

All staff, including supply staff, regular visitors and volunteers are subject to the Disclosure and Barring Scheme checks. This is to help ensure that unsuitable people are prevented from working with our children.

Accidents and Illnesses

Should you have an accident or become unwell during your visit please report this to a member of staff who shall inform a member of the Senior Leadership Team.

Confidentiality

Confidential or personal information about a pupil or family must never be discussed outside of school and information shared will be on a need-to-know basis.

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Executive Head: Sara Ainsworth
Head of School: Harry Dineley
Family Support Worker: Louise Green
Academy Council Chair: Clare Williams

Everyone has a responsibility to ensure that every child in Brookfields School is safe because Every Child Matters.