

IN THE EVENT OF A FIRE

In the unlikely event of the fire alarm sounding, please evacuate the school and proceed to the assembly point at the rear of the playground. Please exit by the nearest doors as directed by a member of school staff or the fire evacuation maps.

SAFER WORKING AT RUSHEY MEAD

- Provide a good example and be a positive role model by being respectful, fair and considerate to all
- Treat all children equally
- Never build a 'special relationship' or favour a particular child
- Ensure that when working with individual children, that the door is left open or that you are visible to others
- Do not photograph children (unless this has been requested by school)
- Do not exchange email addresses, phone numbers or personal details with children
- Do not receive or give gifts unless arranged through the school
- Only touch children when this is absolutely necessary and appropriate for the child's wellbeing and safety

Rushey Mead Primary School is committed to safeguarding and promoting the welfare of children and young people.

DESIGNATED SAFEGUARDING LEADS

All of the Senior Leadership Team have received Designated Safeguarding Lead training. The Headteacher, **Nitash Odedra**, has overall responsibility for safeguarding in school, however, some day to day safeguarding activities are delegated as appropriate to other members of the leadership team.

DEPUTY SAFEGUARDING LEADS

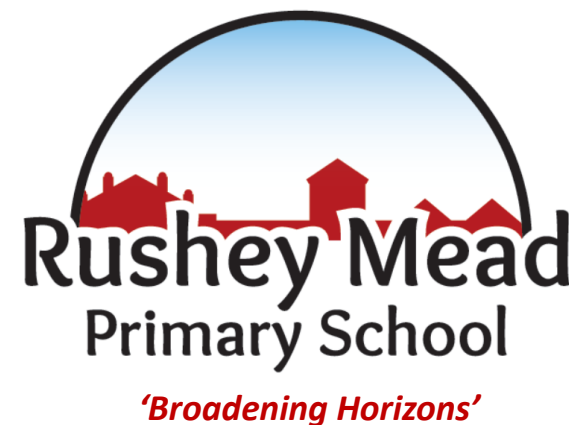
- **Sarah Watts - Deputy Headteacher**
- **Natasha Jackson - Senior AHT**
- **Rikesh Jariwala - KS1 AHT**
- **Louise Wright - KS2 AHT**
- **Karen Sheerin - Inclusion Manager**

DBS CERTIFICATE

All staff, including supply, regular visitors and volunteers, are subject to the Disclosure and Barring Service (DBS).

IDENTITY BADGES

All visitors within Rushey Mead Primary School must either wear their identity badge received on entry to the school or their agency/school's identity badge. Any adult without a badge will be challenged.



SAFEGUARDING PROCEDURES:

A GUIDE FOR VISITORS AND VOLUNTEERS

CODE OF BEHAVIOUR

All those who come into contact with children through their everyday work, whether paid or voluntary, are responsible for their own actions and behaviour.

DO:

- ◇ **Treat everyone with respect**
- ◇ **Remember that someone else might misinterpret your actions, no matter how well intentioned**
- ◇ **Plan activities so that they involve more than one person or are in sight or hearing of others**
- ◇ **Respect a child's right to personal privacy**
- ◇ **Act as an appropriate role model**
- ◇ **Provide access for children and adults to feel comfortable enough to point out attitudes and behaviours they do not like**
- ◇ **Provide a caring atmosphere**
- ◇ **Wear appropriate clothing**

Do Not:

- ◆ **Jump to conclusions without checking facts**
- ◆ **Permit abusive activities e.g.: bullying or ridiculing**
- ◆ **Play physical contact games**
- ◆ **Make inappropriate comments or have inappropriate conversations with the children**
- ◆ **Make suggestive remarks or gestures**
- ◆ **Rely on your good name to protect you.**
- ◆ **Believe it couldn't happen to you. It could.**

WORRIED ABOUT A CHILD?

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, educational attainment and emotional well-being. Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without disability.

Some changes in a child's behaviour may not necessarily indicate that a child is suffering abuse or neglect. However, if whilst working with a child you become concerned about:

- comments made by the child
- Marks or bruising
- Changes in a child's behaviour
- the behaviour of an adult in school towards a child

**Please report these concerns to a school
Designated Safeguarding Lead (DSL)**

ALLEGATIONS

Any allegations against staff should be reported immediately to the Headteacher, Nitash Odedra.

If the concerns are about the Headteacher please inform the Chair of Governors, Sue Welford.

DISCLOSURE OF ABUSE BY A CHILD

Whilst this can be an sometimes be an alarming or upsetting situation, it is important that you stay calm and complete the following Instructions:

- ◆ **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, explain, describe or outline" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.**
- ◆ **Record details of the disclosure immediately Including wherever possible the exact words or phrases used by the child.**
- ◆ **Sign and date your written record**
- ◆ **Report the concerns immediately to a DSL, giving your written record. DO NOT leave this to the end of the school day.**
- ◆ **Please remember that it is important that details of any disclosure is confidential and must not be shared with anyone other than the DSL. The DSL will notify relevant staff on a need to know basis.**