

**Please read this
leaflet carefully
before entering
our school.**

All visitors to the school are required
to sign in and out and wear a visitors
badge at all times.

**BURROWMOOR PRIMARY
SCHOOL
WORKING TOGETHER TO
KEEP OUR CHILDREN SAFE**

Pass on all concerns to:

Carrie Henderson (Deputy Head)
Toni Jackson (Deputy Head)
Mandy McClenaghan (Assistant Head)

Cambridgeshire Local Safeguarding
Children Board

www.cambridgeshire.gov.uk/lscb

Phone: 0345 045 5203

Head Teacher - Ms Susan Dobbs
Burrowmoor Road
March
Cambridgeshire
PE15 9RP

Phone: 01354 652330

Email: office@burrowmoorprimary.org



SAFEGUARDING

**GUIDANCE FOR
VISITORS
2016/17**

WHY HAVE I BEEN GIVEN THIS LEAFLET ?

We work hard to make sure that children feel safe in our school. This means that they are trusting of the adults they come into contact with here. As a result you could find that a child may tell you something about themselves or someone else that causes concern.

WHAT IS SAFEGUARDING?

Safeguarding covers all aspects of keeping children safe in our school, this includes children who are vulnerable to neglect, physical or sexual abuse or radicalisation.

WHAT DO I NEED TO DO?

Unless you are a permanent member of staff you should never take photographs of children anywhere on the school site with a mobile phone, personal camera or video equipment.

Do not touch, hug or be overly affectionate with the children as this can be misconstrued.

There will be certain events where photography/ video will be allowed and these will be authorized by the Head e.g., sports day, assembly, school plays.

WHAT ELSE DO I NEED TO KNOW?

You should ensure you act as a role model. We do not tolerate swearing, inappropriate language, inappropriate dress or behaviour.

All staff and visitors are expected to treat each other and the children with respect and to behave in a professional manner.

WHAT SHOULD I DO IF A CHILD SAYS SOMETHING TO ME THAT CAUSES CONCERN?

If a child begins to tell you about something that is happening to them, you should:

- Tell them that you want to make sure they are safe.
- Never promise to keep a secret. Tell them you will have to pass on what they tell you to the Safeguarding Team.
- Listen carefully. **DO NOT** ask any questions.
- **REPORT IT IMMEDIATELY** to the Safeguarding Team.
- Fill in a Child Protection Incident form with the Safeguarding Team (see list).
- Never talk about what you have been told with **ANYONE** else including other staff members.

WHAT SORT OF THINGS SHOULD I REPORT?

If a child says things such as:

- Someone hit me at home or hurts me
- Someone touched me where they shouldn't

This list is not exhaustive. Report any concerns immediately.

Please remember that such cases are quite rare and you may never have a child disclose something to you, but it is important you know what to do, should a child disclose something to you.

Our Safeguarding Team are:

Carrie Henderson

Toni Jackson

Mandy McClenaghan

FIRE EVACUATION NOTICE AND HEALTH AND SAFETY

If the fire alarm sounds please leave the building by the nearest exit.

The assembly point is located on the lower school playground.

If you discover a fire, please operate the nearest Break-Glass unit.

If you are working with a child, take them with you to the nearest exit and on to the assembly point and report to a member of staff.

THANK YOU