



## Bridgewater Primary and Nursery School

### A Visitor's Guide to Safeguarding in our school and nursery

Updated June 2020

All schools have a safeguarding responsibility towards the children who attend; this Safeguarding guide aims to assist you to understand our approach to safeguarding. Safeguarding begins with preventative education and activities, which enable our children to grow safely and securely in circumstances where their development and wellbeing is promoted. Safeguarding also includes ensuring that children are protected and kept safe from harm. In all matters relating to safeguarding and child protection procedures or policies, the best interests of the child are our paramount consideration.

We believe that safeguarding is everybody's responsibility and we expect all visitors to our school to adhere strictly to our procedures and protocols. This guide contains important information for you to read and to keep with you throughout your visit as a reference. We warmly welcome you to our school.

#### **What to do if you are concerned about a child:**

**If it is an emergency and you think that a child may be in immediate danger, please contact the emergency services directly by calling 999.**

If you have a concern about a child who is not in immediate danger, please do not hesitate to speak to a DSL during school hours on 01604 637056.

If you need to report a concern urgently during the evening, at night or at the weekend, please phone the County Council's out-of-hours team on 01604 626938 or follow this link:

<https://tinyurl.com/NCC-safeguarding>

#### **Visiting Our School**

In light of COVID-19, visiting the school will be restricted to situations that cannot be managed remotely. Until further notice, the aim will be to hold meetings remotely through an online link or by telephone. If you are required to come to the building, please ensure that you are symptom-free, as are all members of your household. Please respect the 2-metre distance and try to avoid arriving at the same time as the children (between 8.40am and 9am/ 3.00pm and 3.20pm.)

On arrival, to ensure the health and safety of all individuals within our school, all visitors are required to sign in before entering the school or nursery and sign out on departure. Please enter the building through the central reception area. **All visitors will be issued a photo ID badge that must be worn at all times.** We encourage both staff and children to challenge those who may be unfamiliar or who are not wearing a badge.

**Hygiene:** Please follow staff instructions regarding immediate handwashing on entry and please wash your hands regularly through your visit.

**Social Distancing:** Please respect the 2-metre distance and one-way system in the school. If someone is coming down the corridor, please wait to pass. Social greeting will not include the shaking of hands at this time.

When leaving the building please make sure you sign out on the system by the School Office, waiting until there is nobody else waiting in the inner entrance.

## **Emergency Evacuation**

The Headteacher is responsible for fire safety and emergency evacuation. The emergency alarm is a continuous siren at which point the fire drill will immediately be put into place. Class teachers and all other staff will follow the procedures to ensure their children safely evacuate the school and nursery from the nearest exit. Details of these are held in every classroom/ office/area.

If you hear the alarm, please make your way immediately to the playground and follow the instructions given to you by members of staff. Please do not wait or deviate to collect belongings. Please do not return to the building until you have been told that it is safe to do so.

In the event of a **critical incident**, the Critical Incident Plan will be put immediately in place and you will be informed immediately as to what you will need to do.

## **First Aid**

A number of our staff, including the Office Manager, are qualified first-aiders. Staff members are regularly trained and updated in the administration of epi-pens. Some members of our staff are trained in more specific medical support, such as diabetes care.

Prescription medicines can be given to children, at the discretion of the school, if the Office Manager is in receipt of a signed consent form with clear instructions from parents/ carers. These medicines are stored safely in the appropriate place.

Inhalers are kept in the appropriate year group boxes securely within the office. Parents/carers are required to give signed consent and instructions as to their use.

Epi-pens are kept in a safe place in the classrooms so they in close proximity to the child.

**PPE:** This will be used by staff (mask, gloves and apron) so we can safely support children who are ill, have hurt themselves or require intimate care, including support with toileting.

## **Child Protection – your role**

If during your visit you have a safeguarding concern, please come immediately to the School Office and ask to speak to one of the following senior leaders for Child Protection:

- Mrs Alison Harvey – Headteacher
- Mrs Frances Troop – Deputy Headteacher/SENDCo
- Mrs Laura White – Assistant Headteacher
- Nicola Redden – Inclusion Teacher/Online Safety Lead

- Victoria Ashby – Learning Mentor – Early Help and Targeted Support, CIN and CP
- Louise Thomas – Parent Link Worker, Early Help and DA specialist

The DSL for the Bridgewater Out of School Club is Nicola Redden.

A copy of the school's Safeguarding Policy is available on the school website; this includes an Addendum related to COVID-19. A copy for reference is available in the School reception. Mrs Redden is also available to support any concerns regarding online safety, you can contact her through the School Office.

## **Equality and Discrimination**

All staff are responsible for reporting all incidents that discriminate against any member of our school community to the Headteacher, who will then oversee the investigation, actions, the maintenance of appropriate records and reporting arrangements; this includes incidents of bullying. The Anti-Bullying Policy, Online Safety policy and Equality Duty are published on the school website.

## **Pastoral Care**

In addition to the support offered by Class teachers and non-teaching staff, we also have dedicated Nurture Support within the Inclusion team, providing pastoral care and 1:1 support for children. This includes support for bereavement and family difficulties. If you would like to speak to a member of this team for support or further information, please contact Mrs Frances Troop or Mrs Nicola Redden.

## **Educational Visits Co-ordinator**

Our EVCO is Mrs Alison Harvey, Headteacher, who is responsible for ensuring that school educational visits are undertaken in accordance with the relevant legislation and that all risk assessments are in place. Should you require any further information about a specific school trip or any arrangements please leave a message at the School Office and one of the Educational Visit Co-ordinators will get back to you.

## **Attendance and Punctuality**

The Headteacher is legally responsible for maintaining both the attendance and punctuality of all pupils at our school. The Educational Inclusion Partnership Team, (EIP), from Northamptonshire County Council, works with the school to provide support for parents and carers whose children's attendance and punctuality falls below accepted levels. This is a county wide requirement and the expectation is for all children to have attendance above 95% in the primary school.

Children who are late for registration will need to be signed in at the School Office for health and safety reasons. Children who are absent, through illness or for another reason, should telephone the School Office to inform the school. Any parent/carer concerned about a child's attendance or who would like support with attendance is asked to contact Mrs Louise Thomas, the Parent Link Worker in the first instance.

COVID-19: During the reopening period of the school in June 2020, parents of the children in the relevant year groups/ keyworkers are able to choose whether to send their children back to school. We would encourage parents who are concerned about their children returning to school, to discuss this with the school and read the Risk Assessment to see the wide range of measures in place to reduce risk and enable children to attend school feeling safe and confident.

## **Medical or other Appointments**

Children being taken by parents/carers from school to attend a medical, dental or other such appointment are signed out at the School Office and signed back in on return to school or the nursery.

## **Health and Safety**

The Headteacher is responsible for health and safety. Mrs Harvey is supported by, Joanna Dunkley and Chris Grimshaw (Joint Chairs of Governors). A copy of the school's Health and Safety policy is available on request.

## **Positive Handling**

There are members of staff in every area of the school who are trained in Team Teach that supports the safe handling of children. This strategy will only be used as a last resort to keep children and staff safe. PPE equipment will be used if children have to be positively handled; this is to reduce the risks of possible transmission the child and the adult.

## **Community Police**

The school has a good relationship with the local PCSO officers, who work closely with the school and our local community. If you would like to speak to one of the PSCOs please ask at the School Office for their contact details.

## **Parking**

The parking rules are designed to keep our children safe, please adhere to them. If you hold a blue badge please notify the School Office, who will make a note of the registration of your car enabling you to park in the school car park disabled bays. Children must not ride bikes or scooters past the school gate for their own safety and the safety of others. At the time of reopening the school, the Drop-Off Zone is NOT to be used for parking to support social distancing.

## **Key Contacts for Safeguarding**

- Mrs Alison Harvey – Headteacher
- Mrs Frances Troop – Deputy Headteacher/SENDCo
- Mrs Laura White – Assistant Headteacher
- Nicola Redden – Inclusion Teacher/Online Safety Lead
- Victoria Ashby – Learning Mentor – Early Help and Targeted Support, CIN and CP
- Louise Thomas – Parent Link Worker, Early Help and DA specialist
- Nicola Redden – Out of School Club
- Mrs Joanna Dunkley and Mr Chris Grimshaw – Joint Chair of Governors and responsibility for Safeguarding
- Mrs Mary Kay – Governor with responsibility for Safeguarding

Any queries please contact the School Office or Nursery; they will contact the relevant member of staff to help you.

**Safeguarding is Everybody's Responsibility**