

Health & Safety Information

Health and Safety

Your health, safety & wellbeing during your visit are important to us. As a visitor, you have a duty to care for the health and safety of yourself and others.

Safeguarding

If you have any concerns about a child: they have been harmed, they are at risk of harm or they make a disclosure, please contact the main office and ask to speak to a Designated Safeguarding Lead.

Accidents

Any illness, injury or accident must be reported to the main office as soon as possible.

Classrooms

Please do not enter classrooms unless escorted by a member of staff or by prior arrangement.

Smoking/Vaping

The school operates a no smoking/vaping policy which we ask you to respect.

Personal Property

The school accepts no responsibility for any loss or damage to vehicles and/or personal possessions whilst using or visiting the premises.

In Case of Fire

In the event of the fire alarm sounding, please leave the building immediately by the nearest safe exit and proceed to the designated assembly point (nearest school yard or field at lunchtime).

Please remain in the company of the person you are visiting, providing it is safe to do so, and follow the instructions of your host or fire marshal.

Do not re-enter the building unless you are told it is safe to do so.

The Safeguarding Team

Mrs Rebecca Brunton

Head Teacher

Designated Safeguarding Lead



Mr Mark Robertshaw

Deputy Head Teacher

Deputy Safeguarding Lead

Online safety filtering and

Monitoring system



Mrs Geraldine Ferris

Pastoral leader

Deputy Safeguarding Lead



Mrs Emma Huntley

EYFS leader

Deputy Safeguarding Lead



Contact Information

Email: burnopfield@durhamlearning.net

Telephone Number:



Safeguarding and Health & Safety Information for Visitors, Contractors and Volunteers

2023—2024

We inspire, challenge
and care.

Safeguarding Advice

We are committed to safeguarding and meeting the needs of all children and we hope this leaflet will provide some useful advice and information when working/visiting here.

Safeguarding is EVERYONE'S responsibility

All those who encounter children through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

DBS Checks

Selection Procedures specify that all adults who work in 'regulated activity' - ie., unsupervised activities such as teach, train, instruct and supervise children; and work in a 'specified place' such as a school; and this work is regular i.e., once a week or more or 4 or more days in a 30-day period or overnight—will require an enhanced DBS Disclosure. This is to help ensure that unsuitable people are prevented from working with children. If your work with children means that you are always supervised, this may not be required. You will be informed as to whether you require a DBS Disclosure. If you do not, you should not be left unsupervised with children.

Mrs Casey can be found in the main office in the KS2 building and she help you complete a DBS application form and advise which documentation is necessary for you to present for the identification check to be completed.

Durham County Council workers must show their DBS Disclosure or letter to confirm that a DBS check has been completed. They must show identification along with a DBS Disclosure or letter to be unsupervised in the building/grounds. Supply teachers must show identification (supply agencies ensure a DBS Disclosure has been completed)

You must inform the Head Teacher immediately if you become subject to any criminal investigation, caution, or conviction. This helps to protect you as well as the young people in your care.

FAQs

What should I do if I am worried about a child?

If whilst working with a child, you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour

Please report these concerns immediately to the school's Designated Safeguarding Lead (Mrs Brunton or Mr Robertshaw and in their absence, any of the Deputies identified overleaf).

What should I do if a child discloses that they are being harmed?

- Listen to what is being said without displaying shock or disbelief; accept what is being said.
- Allow the child to talk freely.
- Reassure the child but do not make promises that might not be possible to keep.
- Do not promise confidentiality but explain to the child that you may have to tell the Head Teacher so that they can provide appropriate help.
- Do not interrogate the child or ask leading questions.
- Reassure the child that it is not their fault.
- Stress that it was right to tell an adult.
- Do not ask the child to write a statement.
- Do not criticise the alleged perpetrator.

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. This information must be given to the Designated Safeguarding Lead or Deputy to enable the matter to be dealt with in the most appropriate way.

What should I do if the alleged abuser is a member of school staff?

You should report such allegations to the Head Teacher or in her absence the Deputy Headteacher.

What should I do if the alleged abuser is the Head Teacher?

You should report such allegations to:

- The Chair of Governors—Marie Scott (contact the main office for contact details), or:
- The Local Authority Designated Safeguarding Officer— 03000 268835

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect.

As a volunteer or regular visitor, you may well be working closely with children sometimes on a one—one basis.

Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. Acknowledge the child has touched you and let their hand drop away.

If you are working with a child on their own, always ensure that the door is left open or that you are visible to others.

Do not photograph children, exchange e-mails or text messages, or give out your personal details. Any unprofessional contact with pupils (e.g., through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

Please help us to safeguard the children in our care by following these guidelines.

Safeguarding and Child Protection Policies are available on our website— www.burnopfieldschool.co.uk or ask the school office for a copy.