



### Staff Conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

- Immediately inform the Headteacher.
- In their absence, immediately inform the Deputy or Assistant Headteacher.

### Fire/Emergency Procedures

- Any person discovering a fire must: Operate the nearest fire alarm.

(The fire service will be called immediately by dialling "999" using the nearest telephone, when appropriate)

### On hearing the fire signal:

- When in class the order to evacuate will be given by the teacher, who will indicate the route to be followed.
- Make your way out of the nearest fire exit onto the school playing field.
- Do not take any belongings and do not attempt to go back into the building until permission has been given.

### First Aid :

If a child requires first aid assistance when in school please contact one of the first aid team, which you will see on the posters around school. If there is an emergency please send the red triangle to the office for assistance.

## Evacuation plan in the event of an intruder or a bomb threat

### Notification of Lockdown

Staff will be notified that lock down procedures are to take place immediately on hearing a continuous alarm sound for two and a half minutes (this alarm is distinctly different from the fire alarm) if the alarm continues to go off, assume that there is someone in the building.

#### Procedures:

Follow the **CLOSE** procedure:

- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lock down for some time

### Notification of a Bomb threat

Evacuate the School using the fire evacuation procedure. Any evacuation route should avoid passing the location of the suspect package. As soon as the roll call is complete, move the children to the far end of the school field, the furthest point away from the school building.

The headteacher/ deputy headteacher to call the police providing as many details as possible from the notes recorded.

If the roll call is incomplete, members of the SMT, will go back into the school and look for the children/staff/volunteers.

Ensure that no packages, bags or other possible bombs are removed during the evacuation unless staff are positive that the item has been in their personal possession since leaving home that morning.

Under no circumstances are children or staff to re-enter the school once everyone has been accounted for until the Police confirm that it is safe to do so.

# Broomwood Primary School



## Safeguarding guide for visitors and volunteers



We are committed to safeguarding and promoting the welfare of children. As such we expect all staff, volunteers and visitors to share this common commitment. This leaflet contains information about our expectations of you whilst visiting the school. It gives information about our Safeguarding and Emergency Procedures. Please keep the leaflet in a safe place so that you can read it again if you need to.

We hope you enjoy your time at our school.

Broomwood Primary School

Mainwood Road

Timperley

WA157JU

0161-912-5609



*Together we believe. Together we Achieve*

### Keeping ourselves safe

- All visitors must sign in at Reception on arrival.
- Visitors will be issued with a badge that must be worn and visible at all times.
- Visitors are asked to read this leaflet in full on arrival on their first visit .
- Visitors should remain in Reception until under the supervision of a designated member of staff.
- Mobile phones are not to be used whilst on the school site.
- Photographs are not to be taken unless by prior agreement .
- Be a good role model to our pupils by being respectful, fair and considerate of others. Remember children may interpret your words/ actions differently.
- Report to staff any unacceptable behaviour.
- When working with a pupil(s) ensure you are visible to others.
- All visitors must sign out at Reception

### Regular Volunteers

- Volunteers must sign in at Reception
- Volunteers must sign out at Reception

Our regular volunteers, staff and governors have a valid DBS check and wear an identity badge.



If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding team immediately. They will offer advice and take appropriate action. Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background ability or disability. A copy of the schools Safeguarding policy is located in the school office and staff room.

### Types of harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways:

**Physical** - when a child is deliberately hurt or injured. **Sexual** - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity of no-physical, e.g. being made to look at an inappropriate image. **Emotional** - when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

**Neglect** - when a child is not being taken care of by their parents/ guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school are being left home alone.

**REMEMBER**...if in doubt...ask Please do not leave our school without telling someone or doing something.

If a child discloses they might be subject to abuse:

- 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 (T), explain (E), describe (D)" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.

Only trained investigators should question a child. Reassure the child that they are doing the right thing.

Record what the child says in their own words including how and when the account was given and hand to a member of the safeguarding team. This must then be dated and signed and immediately passed to one of the Safeguarding Team.

### The safeguarding team includes:

Mrs Owen– Headteacher  
Mrs McCarthy– Deputy Headteacher  
Mrs Cunliffe-SENCO  
Mr Bridge—Assistant Head