

Safeguarding Staff

Designated Safeguarding Lead:



Miss Sharon Jackson
Assistant Head Teacher

If Miss Jackson is not available please contact:



Mr Howles
Head Teacher



Mrs Fisher
Inclusion Lead

COSHH

If you are bringing materials on to the premises that are covered by the COSHH regulations, please leave a copy of the relevant COSHH assessment and Material Hazard Data Sheet with reception or the Site Manager.

Work Equipment

Contractors coming onto the site must report to the main office or the Site Manager before commencing work.

All electrical equipment brought onto site must comply with current legislation, have been tested and maintained in line with the Electricity at Work Regulations.

Contractors

Contractors will be expected to follow relevant method statements and/or safe systems of work. You should advise the school office if your work is likely to disturb any services e.g. electricity / gas etc. Information on the locations of asbestos are contained within asbestos surveys and our register of asbestos containing materials. Copies are available from the school office or Site Manager.

We thank you for co-operating with us and caring for your safety and health during your visit. Should you identify any shortcomings in our arrangements for health and safety we would be pleased if you would draw it to our attention by alerting the main office or the Head Teacher.

Full details of the schools' health and safety arrangements are available from the Head Teacher, who with the Governing Body takes the responsibility for the fulfilment of our statutory obligations under the management of Health and Safety at Work Regulations 1

Kirby Muxloe Primary School
Barwell Road, Kirby Muxloe,
Leicester, LE9 2AA



Kirby Muxloe
Primary School

Safeguarding Leaflet

For visitors, parents and carers

Welcome

We welcome visitors to Kirby Muxloe Primary School.

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about the expectations of you whilst visiting our school. If you are unclear about anything in this leaflet please speak to any of the named contacts named within.

We ensure that all adults who work or volunteer in our school are subject to the appropriate security and appointment checks including Disclosure and Barring System (DBS) checks

If you are concerned about the safety of any child in our school, you must report this to one of the designated Safeguarding team.

If you are concerned about the conduct of a member of staff or volunteer in your school, you must contact the Headteacher.

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

If you become concerned about:

- Something a child says
 - Something you have witnessed
 - Marks or bruising on a child
 - Changes in a child's behaviour or demeanour
- Please report these concerns to the class teacher or phase leader who, if they feel it is appropriate, will pass the information on to one of the schools' Designated Safeguarding Leads.

If you feel that a child may be at risk of harm, even if not fully sure, then inform the Safeguarding Lead immediately. They will offer advice and take appropriate action. Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's wellbeing. Child abuse can happen to all children regardless of gender, culture, religion, social background and those with, or without a disability.

What to do if a child discloses they are being harmed?

Whilst this can be an alarming situation it is important that you know what to do in such an eventuality and for you to stay calm and controlled.

- Listen carefully to the child, particularly what is being said spontaneously.
- Remember not to show shock or disbelief.
- Do not promise confidentiality. Reassure the child but do not make promises that might not be possible to keep.
- Reassure the child that you will tell the teacher, Designated Lead who will be able to help them.
- Do not interrogate or ask leading questions.
- Reassure the child that it is not their fault; stress that it was right to tell.
- Record what the child says in their words including how and when the account was given. Date, time and sign the record. Pass this on to the Designated Safeguarding Lead.
- Be aware of your feelings about abuse and find someone to share your feelings with once the procedure has been completed.

It is important to remember that the children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified by anyone else.

Keeping Yourself Safe

- Treat everyone with respect.
- Be Professional. Be careful how you interact or speak to a child, the child may interpret it differently.
- Do act a responsible role model.
- Do not make suggestive remarks, gestures, or tell a sexist, racist or homophobic jokes.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- Do not believe it couldn't happen to you.

E-Safety

Mobile Phones: to protect our children we respectfully ask that you do not have your phone out or use it during your time in the school building without permission from a member of staff.

Social Network: Please do not share any events from your day on social media

Photographs: under no circumstances should you take photographs of our children whilst at school or on a school trip.

Staff Conduct

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

- Immediately inform the Headteacher
- In their absence, immediately inform the Deputy head

Further information

You can find the full Safeguarding, Child Protection, E-Safety and other policies on our school website at: www.kmprimary.leics.sch.uk

The NSPCC website has good links and information about safeguarding..

Health and Safety



If you hear the fire alarm:

In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff. Please feel free to make yourself familiar with the nearest fire exits to where you will be working or visiting. Our fire meeting point is on the main school playground.



If you require First Aid:

Please advise a member of staff who will assist you and enlist the help of a trained person to assist with any first aid required. All accidents need to be reported to a first aider and need to be logged in the Accident book.

If you have a medical condition which you would like us to be aware of, so that we may offer assistance if it becomes necessary, please inform a member of staff on arrival.

Safeguarding and Personal Security

Every visitor is asked to sign the visitor's book at the main entrance and to wear a visitor's lanyard. Please return the lanyard to reception or a member of staff when you leave the premises.

Please keep all hand baggage and valuables with you at all times.

If you leave the building for a short time, please exit through reception, informing the staff as you go. Please do not prop open any doors which could leave access to unauthorised individuals.

We are inclusive school...

If there is anything we can do to make your visit easier, more accessible or more comfortable please do not hesitate to let us know and we will do our best to accommodate your needs.