

Safeguarding Children

Keeping Who Safe?

Adult visiting or working on a school site play an important part in the life of a school, whether helping to building / maintain a building or visiting as part of the school's wider community.

We can all play a part in keeping children safe whilst working on or visiting a school site.

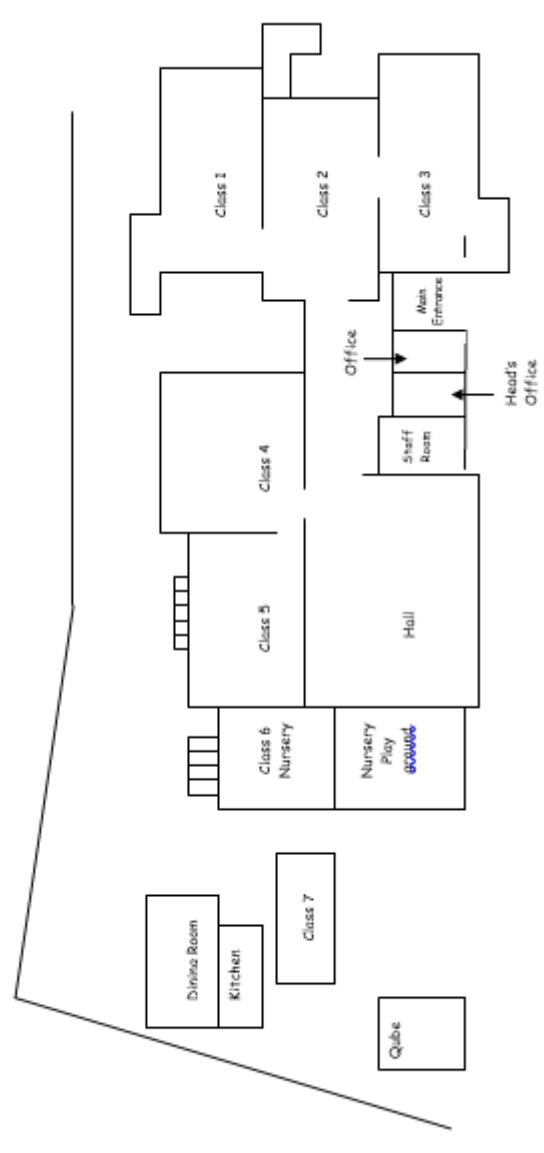
Keeping Children safe is covered by Government Guidance.

Everyone in the education service shares an objective to help keep children safe by contributing to providing a safe environments and identifying children who are suffering or likely to suffer significant harm and taking appropriate action.

Our actions can sometimes be perceived in way that was not intended. We want to promote safe working practises for everyone, whatever your job.

We must also take steps to keep ourselves safe, please follow this advice

Fawbert and Barnard Infants' School
Knight Street, Sawbridgeworth



Fawbert and Barnard

Headteacher: Mr Lee Wells



Safeguarding Children And Emergency Evacuation Procedures

Knight Street,
Sawbridgeworth,
Hertfordshire

CM21 9AT

Tel: 01279 722357

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Don't ...

- Instigate verbal or physical contact with a pupil unless it is appropriate and as part of an agreed reason for your visit.
- Respond to verbal or physical contact from pupils. IF this should occur, or you have any concerns about a pupils behaviour then report it immediately to the Headteacher (DSP) or Deputy (Deputy DSP).
- Give any personal information to any pupil, for example your address or telephone number.
- Give out personal social network site information or your own personal social network site account.

Do...

- Report any unacceptable behaviour from a pupil to the Headteacher.
- Be aware that contact made outside of the school environment as a result of you coming into contact with a pupil whilst at the school may have an impact on your employment.
- If needed, ask the Headteacher or Deputy Headteacher for school guidance regarding Safer Working Practice.
- Contact the Headteacher or Deputy Headteacher if you have any concerns about a staff member or volunteer.
- Contact the Chair of Governors if your concern relates to Headteacher

Zrussell@fandb.herts.sch.uk

Any concerns you have about a pupil should be reported to **Lee Wells** or **Jo Brooker** immediately. Should the concerns be about the Headteacher, please inform the Chair of Governors or contact Local Authority Designated Office (LADO) - 01992 555420

Child Services: call 0300 123 4043 (24 hours a day). For non-urgent enquiries about children's social care, email contact@hertfordshire.gov.uk.