



Safeguarding & Child Protection – a quick guide to our school’s practice and procedures – **please read**

Thurleigh Primary School is committed to safeguarding and promoting the welfare of all our children and expects staff, volunteers and visitors to share this commitment.

What to do if a child starts to tell you something concerning ...

- Stay calm and be patient
- Listen carefully
- Explain that you cannot keep what you are told to yourself and what you will do next
- Reassure the child that they are doing the right thing
- Report what you have heard to a member of staff as soon as possible

Key Safeguarding members of staff:



Mrs Kathy Augustine
Head Teacher
Designated Child
Protection



Mr George Cole
Assistant Head
Designated Child
Protection



Mrs Rachel Smith
Assistant Head
Designated Child
Protection-Kymbrook

Whistle-blowing

If you have any reason to think that a member or staff or other adult in school is or has acted inappropriately towards a child or an adult, please inform a member of the Senior Leadership Team, as soon as possible. All whistle-blowing will be dealt with sensitively and confidentially.

Fire drill/Lockdown procedure

In the event of a **fire**, a continuous alarm will sound, please evacuate via the nearest exit onto the playground.

In the event of a **Lockdown** three short whistles if outside, will sound & children will come into the main school building. All visitors should report to the school office.

Radicalisation & Prevent Strategy

As part of the Government’s anti-terrorism Prevent Strategy, all adults working in school have a duty of care to report any child they think might be at risk of being radicalised.

This includes any prejudice related behaviour or comments. These must be reported to a member of staff as soon as possible.

Photography & Mobile phones

Mobile phones **MUST NOT** be used in areas of the school where there are children, without the express permission of the Head Teacher.

Photographs taken at school events are for PERSONAL use only and should NOT be uploaded onto any form of social media.

Adults in school

All adults working regularly with children must have a DBS check before they come onsite.

If you do not have a DBS then you will not be able to work unsupervised with children.

All visitors will be asked to wear a visitors lanyard whilst in school.

As a visitor to our school you may be privy to information disclosed by children or staff. Under the Data Protection Act 1998 this information should remain confidential and should never be shared or discussed outside of the school.