

**Please read this
leaflet carefully
before entering
our school**

**All visitors to the school
are required to sign in and
out and wear a visitors
badge at all times.**

**Northwick Park Primary and
Nursery Academy is
committed to safeguarding
and promoting the welfare of
children and young people
and expects all visitors to the
site to share in this
commitment.**

**Please pass all
concerns to:**

Emma Lane
Head Teacher

Lynne Keys
Assistant Head Teacher

**Northwick Park Primary and
Nursery Academy
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We Take Pride

Safeguarding Children

Guidance for adults
visiting or working on
the Northwick Park
Academy site

Why have I been given this leaflet?

We work hard to make sure that children feel safe in our school. This means that they are trusting of the adults they come into contact with here.

We can all play a part in keeping **children** safe whilst working on or visiting a school site. We must also take steps to keep **ourselves** safe.

We want to promote safe working practices for everyone on a school site, whatever their job.

What is safeguarding?

Safeguarding covers all aspects of keeping children safe in our school, this includes children who are vulnerable to neglect, radicalisation, physical or sexual abuse.

What do I need to do?

Unless you are a permanent member of staff you should never take photographs of children anywhere on the school site with a mobile phone, personal camera or video equipment.

Do not touch, hug or be overly affectionate with the children as this can be misconstrued.

There will be certain events where photography/video will be allowed and these will be authorised by the Head Teacher, e.g. sports day, assembly, school plays.

What else do I need to know?

You should ensure that you act as a role model. We do not tolerate swearing, inappropriate language, inappropriate dress or behaviour.

All staff and visitors are expected to treat each other and the children with respect and behave in a professional manner.

What should I do if a child says something to me that causes concern?

If a child begins to tell you something that is happening to them, you should:

- Tell them that you want to make sure that they are safe.
- Never promise to keep a secret. Tell them you will have to pass on what they tell you to the Head Teacher.
- Listen carefully. **DO NOT** ask any questions.
- **REPORT IT IMMEDIATELY** to the Head Teacher
- Fill in a Child Protection Incident Form (salmon colour) with the Child Protection staff (see list)
- Never talk about what you have been told with **ANYONE** including other staff members.

What sort of things should I report?

If a child says such things as:

- Someone hit me at home or hurts me.
- Someone touched me where they shouldn't
- If you are working with a child over a long period of time and you see reoccurring signs of neglect e.g. broken shoes or smell.

This list is not exhaustive. Report any concerns immediately.

Please remember that such cases are quite rare and you may never have a child disclose something to you, but it is important to know what to do, should a child disclose something to you.

Our designated child protection staff are:

Emma Lane
Designated safeguarding lead (Head Teacher)

Or in her absence:

Lynne Keys
Assistant Head Teacher

Fire evacuation notice and Health and Safety

If the fire alarm sounds please leave the building by the nearest exit.

The assembly point is located on the playground, field or parents waiting area.

If you discover a fire, please operate the nearest Break-Glass unit.

If you are working with a child please take that child with you to the nearest exit, to the assembly point and report to a member of staff

Please follow the advice in this leaflet and keep yourself and our children safe.

Thank you