

First Aid

Many of our staff members are trained first aiders. If you or a child needs assistance, please inform a member of staff. Visitors should not treat children unless permission has been given. In an emergency do not hesitate to call 999 for an ambulance.

Further information

You can find the full Safeguarding, Child Protection, E-Safety and other Policies on our school website

Contact

Kinderley CP School
Church Lane
Tydd St Giles
Wisbech
Cambridgeshire
PE13 5LG

Telephone: 01945 870374 or
by email:
office@kinderley.cambs.sch.uk

Who to contact in our school

If in doubt, talk to someone...

Designated Safeguarding Lead:



Mrs Norman, Headteacher

Deputy Designated Safeguarding Leads:

Mrs Gourley and Miss Radford

**REMEMBER, KEEPING OUR
CHILDREN SAFE IS YOUR
RESPONSIBILITY TOO!**



Safeguarding Guide for visitors and volunteers

Welcome to Kinderley Community Primary School

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.

To support us in keeping everybody safe, please take a moment to read about our procedures. Please keep this leaflet in a safe place so that you can read it again if you need to.

Fire and Emergency

If you discover a fire, sound the alarm and ring 999. On hearing the alarm, exit by the nearest fire exit and make your way round the building to the rear playground. If you are responsible for children make sure they leave the school immediately.

Do not stop to collect personal belongings.

Mobile phones, cameras and technological devices

We recognise that visitors may wish to have their personal device with them. However, safeguarding of children within the setting is paramount and personal devices have the potential to be used inappropriately and therefore the school management has implemented the following policy:

- Personal devices must be switched off whilst on the school site.
- Photos of children must not be taken in accordance with the Data Protection Act 2018.
- Parents/carers of children who take/make recordings at sporting, celebration or performance events will be reminded that they are NOT to publish any recordings of children other than their own in **ANY** form on the internet (eg Facebook, Twitter or websites).

Code of Conduct

- sign in and out and collect a visitor's badge
- be a positive role model
- dress appropriately ensuring your clothing is not revealing or offensive
- treat all members of the school community with respect and tolerance
- respect children's privacy and dignity
- ensure you are visible by a member of staff if you are with children
- always be able to justify any physical contact you have with a young person
- always report any situations that arise that may cause concern
- keep confidentiality

Never:

- photograph a child without the school's permission
- never use your mobile phone in areas used by children
- ignore inappropriate behaviours towards children whether by adults or other children
- share personal details with a child
 - meet a child out of school context
- discuss the school, its pupils or staff on social media
- make inappropriate comments about children or adults
- give gifts to a child (unless it has been agreed) or show preferential treatment

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

Safeguarding

We all have a statutory duty to safeguard and promote the welfare of children, and at our school **we take this responsibility seriously.**

If you have any concerns about a child or young person in our school, you must share this information immediately with our Safeguarding Lead Mrs Norman (Headteacher) or our deputy lead Mrs Gourley.

If you think the matter is very serious and may be related to child protection, eg physical, emotional, sexual abuse, neglect or radicalisation, you must find the Designated professional and provide them with a written record of your concern. A copy of the form is available from the school office or staff board. Please ensure you complete all sections as described.

If an allegation is made about the Headteacher you should pass this information to the Chair of the Governing Body, Mrs Sue Rudge
chair@kinderley.cambs.sch.uk