

It is everyone's responsibility to ensure that our children stay safe. Each person who works in school, or visits, shares that responsibility.

This leaflet has been given to you to make sure you understand what is expected of you as a visitor. Please do not hesitate to talk to any member of staff if you are unclear about anything you read.

If you have concerns about the safety of any young person in our school, you must report this to a Designated Safeguarding Lead.

For more information about our safeguarding procedures, please look on the safeguarding page of our website

www.bishopchavasseschool.org.uk/safeguarding

Bishop Chavasse Church of England Primary School
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Headteacher
Mrs Becks Hood

Designated Safeguarding Lead

Mrs Becks Hood

Deputy Safeguarding Leads

Mr Barrie Lucas

Mrs Suzanne Abdullah

Mr Sam Fenton

Mrs Sally Ley

Governor with Safeguarding Responsibility

Mr Anthony Horner



Bishop Chavasse

Church of England Primary School

Safeguarding Advice and Important Information

Please take a few moments to read this leaflet. We are committed to safeguarding and promoting the welfare of our young people and this requires all staff and visitors to share this commitment. Contained in this leaflet is information about our child protection procedures and guidance on what you should do if you have any concerns.



On arrival in school you will be asked to sign in. If you will be working without a member of staff present (for example agency workers) you will be asked to provide a valid DBS certificate and a letter from your employing organisation to say all the necessary safeguarding checks are in place. You will also be asked to wear a green visitor's lanyard while you are in school.

If you do not have a valid DBS, you will be asked to wear a red visitor's lanyard and must remain with your host for the duration of your visit to our school.

In Case of Fire

In the unlikely event of the fire alarm sounding, please evacuate the school and proceed to your closest assembly point:

- Outside the school entrance
- Key Stage 2 playground.

Please exit by the nearest doors as directed by a member of school staff and remain at the assembly point until you are directed to go back inside the school.

In Case of Lockdown

In the unlikely event of the lockdown air-horn sounding, please make your way into the main corridor downstairs by the Headteacher's office. Remain as still and quiet as possible and await directions from a senior member of staff.

First Aid

Please ask at Reception if you need assistance.

Accidents and Incidents

Please report these to Reception.

Access to the Internet

All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT policy. Please ask our Business Manager for details.

Visitors' toilets

Located on the first floor outside the School Office or please use the adult toilets if upstairs. Please ask at Reception for directions.

Parking and Disabled Access

Parking is available in our car park, but spaces can be reserved if necessary. The first floor of our school can be accessed via a lift.

Allergies

We are a nut free school. Please ensure you do not bring any unwrapped foods containing nuts into school and do not consume any nut based foods while within our school premises.

Acceptable Behaviour

Appropriate relationships with children are based on mutual trust and respect.

Please do not photograph children, exchange emails or text messages or give out your own personal details.

Please make sure you only use a mobile phone in the office areas or the staffroom. Use of a phone when children are in the vicinity is prohibited.

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

If, whilst working with a child, you become concerned for any reason e.g:

- A comment made by a child;
 - Marks or bruises;
 - Changes in behaviour and demeanour
- please report your concerns to one of the Designated Safeguarding Leads. The Office staff will help you in finding them. All our DSLs wear an orange lanyard.

What should I do if a child discloses he/she is being harmed?

- Record details as soon as possible, recording exact words and phrases used by the child. Do not ask leading questions.
- The disclosure should then be given to the safeguarding lead who will discuss the disclosure with you and deal with it in the appropriate way.
- Please sign and date all forms.

If you are concerned about a member of staff, please contact the Headteacher or one of our Deputy Safeguarding Leads.

