

## School Procedures

We ask that while you are on the school site, that you:

- Sign in and out at the school office
- Wear the visitors' lanyard at all times – if you have a red badge, you must be escorted by a member of staff whilst on site
- Speak to staff and pupils respectfully, using appropriate language
- Follow our No Smoking policy
- Ensure that your mobile phone is switched off / turned to silent whilst you are with children
- Familiarise yourself with our fire & evacuation procedures
- Inform appropriate members of staff of any cause for concern of health & safety risks

## Fire & Evacuation Procedures

If you find or suspect a fire, sound the nearest alarm.

If you hear a continuous bell / alarm, leave all your personal belongings and leave the building by the nearest fire exit. If you are a visitor, please stand with the Office Staff of the class / team you are working with.

If you are responsible for a class:

- Line the children up quickly by the classroom exit door
- If you are the only adult, send the children out with the instruction to walk to the assembly point
- Check the toilets outside / inside the room
- Close the door on leaving the classroom
- Walk calmly and quietly to the assembly point (KS2 playground or front of school)
- Children line up quietly on their spot
- Take a head count before calling the register.
- Hold the register in the air for collection by senior management.

**Do not re-enter the building until you are told to do so.**



**Millhouse**  
Primary School and Nursery

## Visitor Information

## School Procedures & Safeguarding

### Designated Safeguarding Lead:

Jenny Haken – Deputy Headteacher

### Deputy Designated Safeguarding Lead:

Diane McGarry – Deputy Headteacher

Donna Lester – Lead Practitioner (SMT)

### Safeguarding Governor:

Paul Mitchell (Vice Chair)

## Safeguarding Children

at

### Millhouse Primary School & Nursery

No child should suffer from harm, at home or at school. Everyone who works at our school has a responsibility to ensure that all of our children are safe.

We take this responsibility very seriously and as such, will ensure that all short-term staff are given a child protection induction by a senior member of staff on their first day at our school. In addition, this leaflet will be given to all short-term staff and visitors to make sure you understand what is expected of you. Please ask a member of staff if you are not clear about anything and keep the leaflet in a safe place so that you can read it again if you need to.

All non-contracted staff and visitors are expected to sign in which also acts as confirmation that they have read and understood this leaflet.

If you are working at Millhouse Primary School & Nursery for an extended period (longer than 2 weeks), you will be given a copy of the full child protection policy and will be required to confirm that you have read and understood the policy.

### What should you do if you are worried about a child?

If you are worried about the safety of any young person in this school, you must report this to the Designated or Deputy Designated Safeguarding Lead. The school office will make arrangements for you to speak to them.

### What should you do if a child makes a disclosure or you have a concern?

- Listen to the child without displaying shock, disbelief or making judgements.
- Take what the child tells you seriously, as children rarely lie about such matters.
- Reassure the child, but only so far as is honest and reliable.
- Don't interrogate the child, ask leading questions or criticise the alleged perpetrator.
- Never guarantee confidentiality – explain that you must pass the information on to the Designated Safeguarding Lead.
- Make some notes immediately, e.g. record the date, time, place, facts, your observations and the child's verbatim speech. Do not interpret what is seen or heard; simply record the facts. Write these up on a Vulnerable Child Concern Form (Blue Form) as soon as possible, before the end of the school day.
- Follow the school's Child Protection Policy and procedures. Report your concerns and give the Blue Form to the Designated Safeguarding Lead on the same day.

### REMEMBER:

Complete confidentiality is essential.

**Share your knowledge only with appropriate professional colleagues.**

Ask for some support if you need it.

### How do you ensure that your behaviour is always appropriate and professional?

- Adhere to the DfE, Local Authority and school's procedures and guidance at all times.
- Avoid physical contact and over familiarity with children as this can be misinterpreted by others.
- Avoid being alone with a child in confined and secluded areas.
- Always ensure that doors are left open or that you are visible to others.
- Never make arrangements to meet a child on their own outside of school hours.
- Do not photograph pupils, exchange emails or text messages, or give out your own personal details.
- Ask for advice from a senior leader should you need it.