

## Fire/Emergency Procedures

Please read the emergency evacuation procedures displayed by each exit door. Any person discovering a fire must operate the nearest alarm. The fire service will be immediately alerted.



### On hearing the alarm (continuous ring):

- Leave the building by the nearest exit and report to the assembly point on the playground at the rear of the building during school hours, and at the front of the building at other times.
- At all times act quickly and calmly.
- Do not stop to collect personal belongings.
- If the bell sounds 10 times intermittently this is a lockdown so follow the instructions of the staff member you are with.



## First Aid

If a child requires first aid assistance when in school please speak to any member of staff who will ensure a qualified first aider is called to deal with the child.

## Staff Conduct

If you are concerned about the conduct of a staff member following an observation or disclosure, the following actions must be taken:

- Immediately inform the Headteacher.
- In their absence, immediately inform the Deputy or Assistant Headteacher.

If you have concerns about the conduct of the Head teacher please contact Chair of Governors by emailing [dothillprimaryschool@taw.org.uk](mailto:dothillprimaryschool@taw.org.uk) Alternatively contact the local authority named persons, Glenn Ashbrooke (LADO) for safeguarding concerns, and Simon Wellman (Director of Education and Skills) for any other concern.

## Our Designated Safeguarding Leads



**Mrs Jen Thomas**

Headteacher

Lead DSL



**Mrs Nikki Harvey**

Deputy Headteacher

Deputy DSL

Mental Health and Wellbeing Lead



**Mr Dave Kirkpatrick**

Assistant Headteacher

Deputy DSL

Online Safety Lead

## Pastoral Team



**Mrs Karen Sturmey**

Learning Mentor



**Miss Clare Thornhill**

Pastoral HLTA



Welcome to

## Dothill Primary School

We are committed to safeguarding and promoting the welfare of all children and we require all staff, volunteers and visitors to share this commitment.

This leaflet contains information about expectations of you whilst visiting the school. It gives information about our safeguarding and emergency procedures.

If you are unclear about anything in this leaflet please speak to any of the contacts named within.

If you are concerned about the safety of any child in our school you must speak to one of the Designated Safeguarding Leads.

If you are concerned about the conduct of a member of staff or a volunteer you must speak to the Head teacher, Mrs Jen Thomas.

Please keep this leaflet safe so that you can read it again if you need to.

## Keeping Ourselves Safe Visitors Procedure

- All visitors **must** sign in at the office.
- Visitors will be issued with a lanyard which must be worn at all time whilst on site.
- Visitors are asked to read this leaflet in full on arrival.
- Visitors should remain in Reception until directed by a designated member of staff.
- Mobile phones should not be used whilst on the school site.
- Photographs are not to be taken unless by prior agreement.
- The school operates a no smoking policy.
- We are an **egg and nut free** school so please avoid bringing these into school for the safety of those with allergies .
- Model our school values by showing respect, fairness and consideration of others.
- Report any unacceptable behaviour to staff.
- When working with children ensure that you are visible to others.
- Visitors **must** sign out at the office on leaving and return their lanyard.

## Regular Volunteers

- Volunteers **must** sign in at the office and wear a lanyard.
- Volunteers **must** sign out at the office and return their lanyard.

All our regular staff, volunteers and governors have a valid DBS check.

## What do I do if I am worried about A child?

### If you become concerned about:

- Something a child says.
- Marks or bruising on a child.
- Changes in a child's behaviour or demeanour.

### You must inform the Designated Safeguarding Lead.

- If you feel that a child may be at risk of harm but are not sure then inform the Designated Safeguarding Lead immediately and they will offer advice and take appropriate action.
- Be aware that child abuse can happen to all children regardless of gender, culture, religion, social background or those with or without a disability.

## What do I do if a child discloses they are being harmed?

- **React calmly.**
- **Listen carefully** to the child, particularly what is said spontaneously.
- **Do not promise confidentiality.** Explain to the child that you may need to pass on the information if you are worried about their safety.
- **Do not ask leading questions** or make judgements. Clarify and check your concern if you feel you are not sure by using **TED** 'Tell...(T) Explain...(E) Describe...(D)'.  
• As soon as you believe there may be a genuine issue ask no further questions. This may compromise further enquiries.

Only trained investigators should question the child.

**Reassure** the child that they are doing the right thing.

**Record** carefully what the child says in their own words including how and when the account was given. Date, time and sign the record and pass immediately to one of the Designated Safeguarding Team.

## Indicators of Abuse

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as witnessing ill treatment of others. Abuse can take place wholly online or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

We all have a responsibility to keep children safe, both at home and in school. Harm is identified in four ways:

1. **Physical** - when a child is deliberately hurt or injured.
2. **Sexual** - when a child is influenced or forced to take part in a sexual activity. This can also be an activity such as being made to look at inappropriate images.
3. **Emotional** - when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats, making fun of someone. It can also be when children see parents, or visitors to the home, fighting or using violence.
4. **Neglect** - when a child is not being taken care of by their parents/guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school and being left home alone.

A copy of the schools Safeguarding Policy is located in the staff room.

**REMEMBER...if in doubt...ASK**

Please do not leave our school without telling someone or doing something.



**Family  
Connect**

Call: 01952 385385

Text: 07797 875385

[www.familyconnect.co.uk](http://www.familyconnect.co.uk)