

## SAFEGUARDING CHILDREN AT LADY BOSWELL'S PRIMARY SCHOOL

Everyone at Lady Boswell's Primary School works together to ensure that the children are kept safe by contributing to:

- Providing a safe environment for children to learn in
- Identifying children who are suffering or are likely to suffer significant harm, taking the appropriate action with aim of making sure they are kept safe both at home and at school
- Protecting children from radicalisation/extremist behaviour
- Ensuring children's wellbeing and mental health is a priority throughout everything we do

### GUIDELINES FOR VISITORS/VOLUNTEERS

If you think a child is in need or you have a welfare concern, please tell the class teacher or a DSL as soon as possible in an appropriate setting so that others cannot hear. If a child makes a disclosure to you, you MUST:

- Listen fully, be supportive, take the child seriously
- Reassure the child it's not their fault
- Ask open questions, not closed or leading questions
- Be honest that you can't keep it confidential. Be clear about what you'll do next
- **Inform one of the DSLs immediately (you will find the posters with photos on around school)**
- Let the child lead the conversation
- TED (Tell, Explain, Describe)
- Reflect back what they're saying

### OUR EXPECTATIONS

- Wear your lanyard at all times around school
- Keep your mobile phone in your bag: switched off or on silent and away from the children
- Child to be sat next to you, not on your lap
- Always keep the door open if you are in a room away from the classroom
- When your volunteering session comes to an end, please remember we are still learning and private conversations are best had off-site
- You will be equipped and supported in your role as a volunteer
- Everything you see and hear in school must remain confidential

### THESE PROCEDURES ARE HERE TO PROTECT YOU AS MUCH AS TO PROTECT THE CHILDREN

The School's Safeguarding and Whistleblowing policies contain more detailed information about safeguarding children. All staff, visitors and volunteers should protect themselves by following these guidelines; safe professional practice is vital for ensuring that you do not place yourself at risk.

### HEALTH & SAFETY DUTY

Volunteers must comply with the School's health and safety policy, take reasonable care of their own safety, and report any hazards to staff.

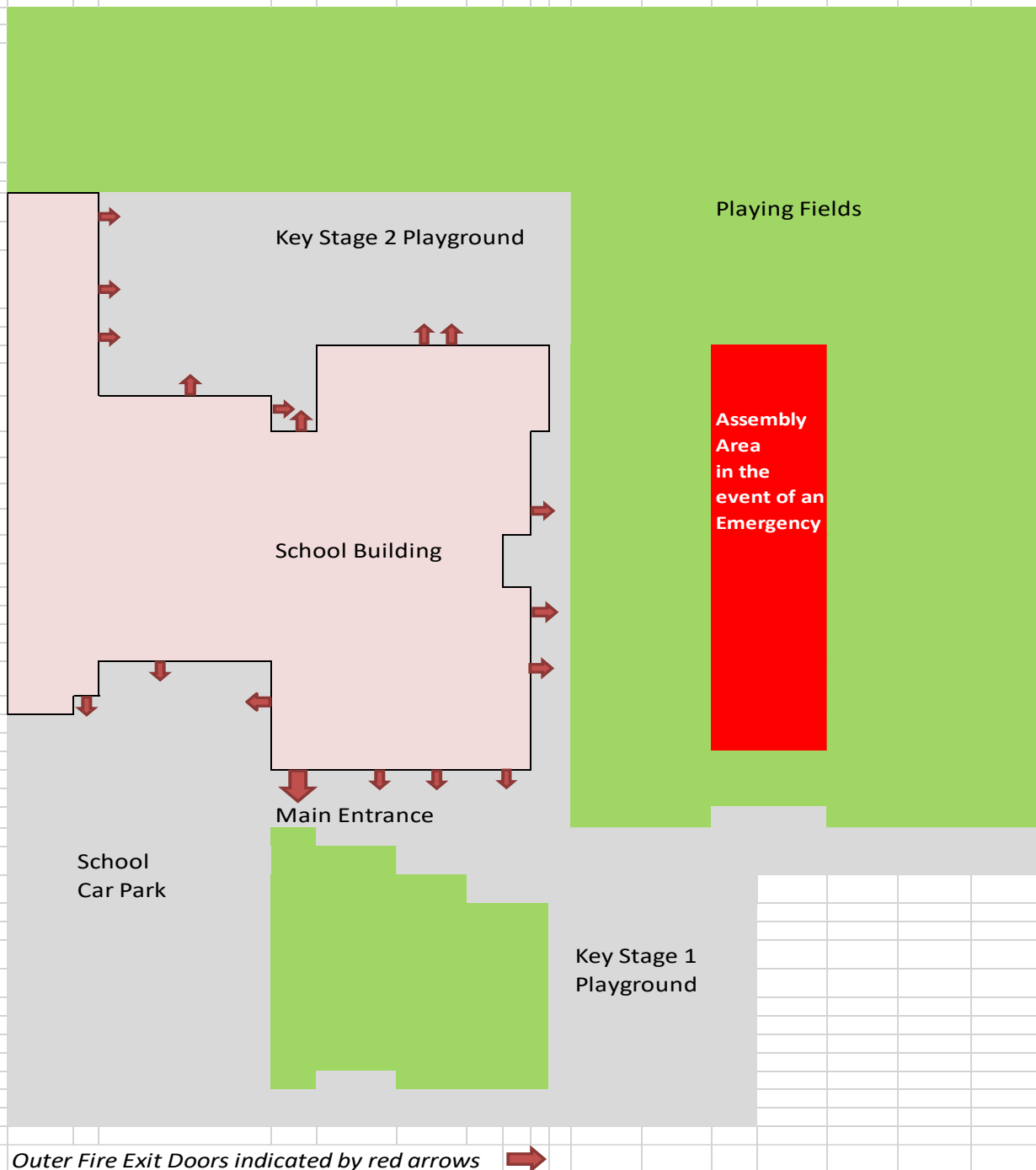
## Lady Boswell's Primary School - Emergency Assembly Point

### IN THE EVENT OF AN ALARM OR FIRE

\* Any person discovering a fire should immediately set off the nearest alarm

\* Staff, students and visitors should make their way to the assembly area (school field)

**\* All visitors must report to a member of the School Office team**



### IN THE EVENT OF A LOCKDOWN

- If lockdown alarm sounds (single tone), remain in building and go to the nearest classroom/office
- If outside, return to building and nearest classroom
- Class teacher/staff will lock internal doors and continue to teach
- Phase 2: (announced over tannoy). Follow instructions from staff member as everyone should keep away from windows and hide under tables/in cloakroom depending on class.
- Phase 3: either end of lockdown (announced over tannoy) or lockdown escalated to an emergency evacuation – fire alarm will sound and please follow instructions at top of page.