

Safeguarding Procedures

To ensure the safety of our children in school and to protect us as adult's please ensure the following:

Signing in and Out – All visitors must sign in at the School Office. Providing the appropriate identification.

At the end of your visit, please sign out.

Visitors – Upon signing in using our InVentry System, you will be issued with an identification sticker.

Which you must wear at all times. You may be asked for your DBS and a form of identification. If we do not have your DBS, you will always be accompanied by a member of staff.

When signing out, please return your identification sticker to the School Office and sign out of our InVentry system.

If you are not wearing your identification sticker you will be challenged.

Toilets – You are welcome to use staff toilets. Please ask a member of staff where you can find them.

Mobile Phones – Mobile phones are NOT permitted. These should only be used in the staff room.

Photography/ Videos – Visitors are NOT permitted to take photographs or videos without prior permission.

Social Media – Please refrain from adding comments about your visit on any social media sites unless you have permission to do so.

What are my responsibilities as an adult working with Children?

All adults working with Children in either a paid or voluntary role have a legal duty to safeguard and promote the wellbeing of children.

Health and Safety Procedures

In the event of a fire, a loud continuous alarm will ring, you will be directed towards the nearest fire exit. All fire exits are marked. Please exit the building in an orderly manner and proceed safely to the assembly point as directed. Our assembly point is on the top playground by the basketball nets. You will be advised on what further action to take.

Accidents – If you have an accident whilst in school, please inform a member of staff for first aid. You will need to report this accident to the School Office. An accident form will need to be completed, which a member of the office team will assist you with.

Lockdown – On the sound of the continuous alarm, please follow our lockdown procedures as instructed by a member of staff.

Important Numbers

Multi Agency Safeguarding Hub (MASH)
01582 547 653

Central Beds Social Care Hub
03003008585 option 2

Emergency Duty Team (Out of Hours)
0300 300 8123

Childline
0800 11 11
NSPCC
0808 800 50 00

DBS Checks

All adults working directly or indirectly with our children (i.e. cleaning staff) must have full DBS clearance. A record of this is held by the school on our single central record.

All persons applying to work within the school will be asked to bring specific documentation into school to complete your DBS application.

It is essential that you inform the Head Teacher or Administration Team if you become subject to a criminal investigation, Police caution or conviction.

These procedures are to ensure that unsuitable persons are prevented from working with Children and young people, but also protect you.

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

If during your time at Thornhill Primary you become concerned about the following:

Comments made by a child.

Unexplained marks or bruising on a child.

Changes in a child's demeanor or behaviour.

Comments made by children about others.

THESE CONCERNS MUST BE REPORTED AS SOON AS POSSIBLE TO:

Denise Bond, Bernice Waite or the Class Teacher.

You will be given a safeguarding record form and asked to complete it immediately and return it to the Safeguarding Team. All records must be signed and dated.

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

It is important to take this seriously;

Listen to what is being said and allow the child to speak freely. Reassure the child that you are supportive, and do not agree to keep secrets.

Explain that you need to share the information with someone else so the child can be helped further.