

# Keeping Everyone Safe

## Mobile Phones

To ensure our pupils safety as well as your own we ask that mobile phones are not used while in contact/working with our pupils. In addition to this they are not to be used as recording devices or cameras within school, unless permission is given in advance by a member of SLT.

## Photographing Children

We ask that photographs and videos are not taken while you visit our school or during any school activity. This is in order to comply with safeguarding and parent/carer requests.

Every effort will be taken to ensure parents/carers are provided with picture of their children taking part in activities throughout the school day.



## Our School Site

We are committed to safeguarding and promoting the welfare of children, staff and visitors. We expect all staff, volunteers, parents and visitors to share this common commitment. Please do not walk around the site without a member of staff unless you have been advised to can by a member of staff, close doors and gates behind you, and display all ID and visitor badges clearly.

## First Aid

Please ask at the school office if you need assistance.

## Fire and Emergency Evacuation

If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble on the school playground. Our staff will direct you



# Safeguarding and Visitor Information



**Kings Furlong**  
Infant School & Nursery  
Member of the South Farnham Educational Trust

Welcome to Kings Furlong Infant School & Nursery!

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.

**Please sign in on arrival and collect your visitors badge. Please wear the badge at all times to avoid being challenged by staff or students. Remain with your host at all times unless we confirm we have had prior DBS clearance for you.**

**On departure please sign out and return your badge.**

# Safeguarding

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

People working in schools are uniquely placed to notice signs and symptoms of abuse and to support children who are subject to abuse or living in abusive situations.

Remember... it is not your responsibility to investigate a disclosure or concern. It is your duty to report it immediately.

## Reporting a concern

If you have concerns about the safety of a child in our school, you must report this to the Designated Safeguarding Lead (DSL) or one of the Deputy DSL's.

**DSL:** Lauren Herring, Headteacher  
**DDSL's:** Caroline Webb, Deputy Headteacher & SENDCo  
Rachel McOmish, Senior Teacher

**PLEASE DO NOT leave our school without telling a member of our safeguarding team. Please speak to the office who will help to locate the DSL or a DDSL for you.**

Any **allegations against staff** should be reported directly to the Headteacher: **Lauren Herring**

A concern or allegations about the Headteacher should be reported to the Chair of Governors: **Debbie Grimes**

Our Designated Safeguarding Lead will be able to signpost you to her.

## Disclosures

Whilst it can be alarming if a child chooses to disclose information to you, it is important not to let the moment pass. The child might not have the confidence to try again. Children tend to choose someone whom they trust, know well or feel comfortable with, and this may not always be their class teacher.

### **Helping a child who makes a disclosure:**

- ◆ Be prepared to listen and comfort.
- ◆ Do not make a promise that you cannot keep.
- ◆ Explain to the child that you will need to pass the information on to the DSL/ DDSL.
- ◆ Make them aware it will only be shared with those who need to know and who can help.
- ◆ Make notes on everything the child tells you, this will later be recorded on CPOMS.
- ◆ Stay calm, do not show shock or distress.
- ◆ Reassure the child that they have done the right thing to tell

## **What is Abuse?**

Any form of neglect, physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. It can happen to any child regardless of their age, gender, race or ability.

## **What is discrimination?**

When people receive less favourable treatment in and grounds which cannot be justified. This covers race, ethnic or national origin, language, religion or belief, gender, gender reassignment, sexual orientation, disability, social class, responsibility for other dependant or where the person lives.

## **What is bullying?**

A wilful, conscious attack on the self-esteem or the person of an individual student. It includes jibes, name-calling, silence/ exclusion from the social circle, emphasising differences, threatening behaviour, racial/sexual harassment, extortion and physical attack. It may vary in severity, frequency and in the numbers of people involved.