

The Palmer Academy

Safeguarding & Safety Information for Visitors



The Palmer Academy is committed to its responsibilities in safeguarding children. This leaflet aims to provide advice to any visitor to our school in working safely with our pupils.

All adults working with children, regardless of role, have a duty to safeguard and promote their welfare. This means:

- protection from mistreatment;
- preventing impairment of health and/or development;
- ensuring children's circumstances are conducive to safe and effective care;
- enabling children to have the best opportunities possible to allow successful transition to adulthood.

Contact with pupils: It is important that your behaviour with children is suitable and never open to question. Appropriate relationships with children are built on mutual trust and respect. It is good practice to ensure that you are not alone with a pupil, or, if 1:1 contact is necessary, that your work with them remains visible to other adults.

Mobile phones: use of mobile phones in our school without prior permission from a staff member is prohibited; please ensure your phone is turned off and out of sight.



Concerns about a child: if you have any concerns about any of our pupils, no matter how small, it is important to report them, as they may be part of a bigger picture of concern for that child.



Mr D Prendergast
Headteacher
Designated Safeguarding Lead
(DSL)



Miss L Thomassen
Deputy Headteacher
Deputy DSL



Mrs S Bryant
**Education, Welfare & Pastoral
Lead**
Deputy DSL



Miss K Druce
Assistant Headteacher
Deputy DSL

On rare occasions, children can disclose directly to an adult that they are being harmed, or are at risk of suffering harm. Should you be the recipient of such a disclosure, please adhere to the following procedures:

- listen carefully;
- allow the child to talk freely and without interruption;
- reassure them, but do not promise confidentiality;
- do not interrogate, or ask leading questions.

Following the conversation, collect a Concern Form from the office, and record what was said in as much detail as possible. Try to capture the precise words that the child used, as it is important that the disclosure is reported as accurately as possible. Make sure the form is fully completed, including your signature and the date, and then return it immediately to one of the Designated Safeguarding Leads. If you have left the building but still need to share a concern, please email: safeguarding@thepalmeracademy.com and call the school on 0118 9375481 and ask to speak to one of the DSLs.

Important facts to remember about child protection and safeguarding:

- There are four categories of abuse: **physical, sexual, emotional and neglect**. Children can show through their behaviour and actions as well as through their words that they are being abused, so it is important for all staff to be vigilant to any warning signs. Remember, children can be abused by adults and other children, by strangers and family members, and can be abused at any age.
- **Female Genital Mutilation (FGM)** is a type of physical abuse committed against young girls to fit within cultural traditions. It is against the law, and is recognised as child abuse. Any adult in school who receives a disclosure of FGM having taken place must report it to the Police. Girls who have undergone FGM often show signs of having difficulty in standing, sitting and walking, and have problems going to the toilet. There is often talk of 'a special celebration' or 'becoming a woman'.
- The **Prevent Duty** requires all adults in school to ensure that children are prevented from being drawn into radicalisation, extremist thinking and terrorism. Schools must report any concerns about these issues to the Police, and all adults in school must be aware of any behaviour, actions or disclosures that suggest extremist or radicalised thinking, including any knowledge of, or sympathy with, known terrorist groups.
- **Safeguarding & Child Protection Policy:** The Palmer Academy has [Safeguarding & Child Protection Policy](#), please familiarise yourself with it.
- **Keeping Children Safe in Education (KCSIE):** please also read [Part 1 of Keeping Children Safe in Education](#).

- **Whistleblowing, including 'low-level concerns':** all adults in school are also expected to report any concerns about another adult working with children who may pose a risk to them, known as 'whistleblowing'. The Palmer Academy has a [whistleblowing policy](#), which advises to whom any concerns must be reported. All concerns about other adults must be raised directly with the Headteacher. If you have a concern with the Headteacher, you should raise your concern with the Deputy Director of Education (via [REAch2](#)) and the [Chair of Governors](#). Further details can also be found in [Part 4 of KCSIE](#). Any behaviour or conduct with a pupil which makes you feel uncomfortable must be reported.

Disclosure and Barring Service checks: all staff, volunteers and visitors will require ID check and proof of the appropriate level of DBS check before working with pupils (for most, this will mean an enhanced check is required). If you do not have a clear DBS check, or if evidence cannot be provided of one, then you will not be allowed to work unsupervised in our school. Visitors who have an enhanced DBS check or have an ID from a professional body (police, social care, REAch2) which confirms a DBS has been undertaken, will be given a **green lanyard** and will be allowed unsupervised in the building. Visitors without the appropriate DBS will be given a **red lanyard** and will need to be supervised by a school member of staff at all times.

Behaviour Policy & Anti-Bullying Policy: all adults working in our school are expected to adhere to our [Behaviour Policy and Anti-Bullying Policy](#). Please speak to the class teacher if you have a concern regarding pupil behaviour or if you wish for a pupil to be recognised for going 'above and beyond'. Our behaviour steps are displayed around the school and in every classroom. Some of the types of bullying to watch out for include: racial, physical, social, verbal, cyber and homophobic.

Child on child abuse: we take very seriously concerns that a child is a victim of abuse, either by an adult or another child. If you become concerned that a child may be either the victim of abuse or the perpetrator, this must be raised immediately with a member of the senior leadership team and the class teacher. There are many signs or indicators that a child may be suffering abuse, including: witnessing a child being physically, mentally, emotionally or sexually harmed, injuries, bruises, changes in behaviour (e.g. withdrawn, anxious, quiet, louder), pain or discomfort, fear of an individual, secrecy around a relationship, reluctance to discuss, more sexualised talk beyond their years, being watchful or on edge, losing interest in appearance, hobbies or family life, alcohol or drug taking, having money and refusing to say where it has come from, bed wetting, becoming clingy.

E-Safety:

Positive Handling: most pupils in our school know how to be safe and behave well. For the small minority there may be times when positive physical intervention is required to keep them and others safe. On these occasions, acceptable forms of intervention are used to safeguard a child, other children or members of staff. For these pupils, there is often an additional underlying need. Positive handling is only used as a last resort and with minimum impact. It is never used as a punishment or to inflict pain. For these pupils, a positive handling plan is developed in partnership with the parents/carers. Any concerns regarding the implementation of the plans must be discussed with the Headteacher.

Intimate Care: some pupils also require staff to provide intimate care. We have a clear [intimate care policy](#) which outlines how we do this safely whilst being respectful of the child's needs. The child's dignity must always be preserved with a high level of privacy from other pupils, choice and control. Intimate care plans are constructed in partnership with parents/carers and staff log when they have to provide intimate care. Intimate care must only be provided by trained and agreed staff.

Accessibility: we have an accessibility plan to support pupil, staff, governor and visitor access to our site. If you have any access needs (physical, language, written or spoken word etc), please let us know so we can accommodate you. There is a lift and accessible toilets on the ground and first floor. We have disabled parking and step free access to the building. We use online translators to make texts available and, where required, we arrange for translators.

Signing in/out: please ensure you sign in and out of the building, so that we can safely account for you in an emergency.

Data security: if you are a visiting professional, parents/carer may have agreed for the school to share information with you. We expect all visitors to comply with our [Information Security Policy](#) and to adhere to simple practices to ensure data security, including (but limited to): not removing data from the building (either physically or electronically) without the express permission of the data controller and subject, locking computer screens, using only professional email, address and telephone, not taking photos, not using portable storage devices, not leaving confidential documents within view, disposing of confidential documents using our shredders, only using professional devices. If you are concerned that there has been a data breach you should first speak to a member of the senior leadership team, who will report it to the REAch2 Data Protection Officer.

Code of Conduct: all visitors to the school are expected to adhere to the [volunteers and students code of conduct](#).

COVID-19: visitors and adults may choose wear face masks (unless directed otherwise). Do not enter the building if you have had symptoms within the last 10 days. Where possible, self-administer a lateral flow test before attending. Sanitise and wash hands frequently and maintain social distancing where possible. If visiting for SEN/D - please wear a face mask.

FIRE AND EMERGENCY EVACUATION

DISCOVERY OF A FIRE

THE PERSON DISCOVERING THE FIRE SHOULD SET OFF THE FIRE ALARM. THE MAIN OFFICE WILL TELEPHONE THE FIRE BRIGADE

CHILDREN AND ADULTS

- STOP WORK AND EVACUATE THE BUILDING IMMEDIATELY BY THE NEAREST EXIT
- ALL CLASSROOM DOORS SHOULD BE SHUT BY THE LAST ADULT TO LEAVE THE ROOM
- ASSEMBLE IN CLASSES ON THE FIELD AND LINE UP FACING THE BUILDING
- **ALL VISITORS OR NON-CLASS BASED ADULT TO CONGREGATE BY THE OUTDOOR PLAY TRAIL ON THE FIELD. ALL VISITORS TO REPORT TO THE OFFICE STAFF.**

HEADTEACHER/ DEPUTY HEADTEACHER

- CHECK THE BUILDING
- GO TO THE FIELD AND CHECK ALL STAFF, CHILDREN AND VISITORS HAVE BEEN ACCOUNTED FOR AND REPORT TO SCHOOL BUSINESS MANAGER AND CARETAKER

TEACHING AND SUPPORT STAFF

- SUPERVISE CHILDREN AT ASSEMBLY POINT
- CALL REGISTER AND REPORT ANY CHILDREN OR STAFF MISSING TO PHASE LEADER
- LSA FROM YEAR 4, YEAR 5 & YEAR 6 TO CHECK TOILETS AND STAFF ROOM AND REPORT TO STAFF MEMBER WITH RADIO/MOBILE PHONE (HEAD OF SCHOOL, ASSISTANT HEADTEACHER/S OR OFFICE MANAGER) TO SAY IF THE AREAS ARE CLEAR

MAIN OFFICE STAFF

- COLLECT RED GRAB BAG HOOKED ON THE BACK OF THE DOOR
- COLLECT MEDICATION
- COLLECT RADIO/MOBILE PHONE
- COLLECT THE REGISTERS
- PRINT OUT EVAC VISITOR LIST AND TAKE TO ASSEMBLY POINT BY GOING OUT THE FIRE EXIT BY THE STAIRS
- CLOSE THE DOOR AND WINDOWS
- REPORT TO SBM, HEAD AND CARETAKER THAT ALL STAFF, CHILDREN AND VISITORS HAVE BEEN EVACUATED OR NOT
- IF NO SCHOOL BUSINESS MANAGER (SBM) – TO SPEAK TO LANTERN AND REPORT EITHER FIRE OR DRILL TEST

SCHOOL BUSINESS MANAGER

- COLLECT EMERGENCY BAG
- GRAB RADIO/MOBILE PHONE AND CLOSE DOOR
- SPEAK TO LANTERN AND/OR FIRE BRIGADE
- CHECK OFFICE, HOS, NURSERY, RECEPTION, PPA AND HALL DOORS AND WINDOWS ARE CLOSED
- CHECK THE LOBBY TOILETS AND LIFT AND THEN GO TO THE FRONT ENTRANCE
- CONTACT LEADER/MAIN OFFICE STAFF TO ENSURE ALL STAFF, CHILDREN AND VISITORS HAVE EVACUATED
- ENSURE ALL GATES ARE UNLOCKED AND WAIT FOR FIRE BRIGADE

CARETAKER

- IF NO SBM – TO COLLECT EMERGENCY BAG FROM LOCKED CUPBOARD IN THE SBM OFFICE AND CLOSE DOOR
- CHECK FROM YEAR 1 – YEAR 3 CLASSROOMS AND OFFICES THAT ALL FIRE DOORS AND WINDOWS ARE CLOSED
- DOUBLE CHECK UPSTAIRS THAT ALL STAFF, CHILDREN AND VISITORS HAVE BEEN EVACUATED
- JOINS THE SCHOOL BUSINESS MANAGER TO DIRECT THE FIRE BRIGADE

PLEASE NOTE, THE FIRE ALARM WILL BE TESTED AT 8AM EVERY MONDAY MORNING. THE BUILDING SHOULD NOT BE EVACUATED AT THIS TIME.

LOCKDOWN PROCEDURE

In the event of an emergency that requires children to be contained in their classrooms and staff to be aware of an emergency (i.e. incident happening outside the school, violent intruder inside the school grounds etc), the following codes will be used to alarm staff:-

- **LOCKDOWN ALARM**
- **by word of mouth, text and email: "LOCKDOWN"**

In these circumstances, children must be contained in the classroom and all external doors locked.

The decision to lockdown the school will be taken by the most senior member of staff on site.

The lockdown will be communicated by:

- Updates will be sent via text message and email to all staff.
- The 'all clear' will be communicated by text message and verbally by members of the SLT and Office Team.

Action to be taken by all staff:

- **Move pupils into the nearest classroom. Year 5 staff to check Upper School Toilets. All available staff not supervising pupils to check corridors, accessible toilets, hall, stairwells and outside.**
- **Lock both the internal and external door.**
- **Lock windows and close blinds.**
- **Move pupils away from windows.**
- **If there is an immediate threat, pupils must take cover under tables.**
- **Do not open doors until the all clear has been given.**
- **Occupy the pupils.**
- **Visitors to the school to be guided to the SBM's Office or the nearest safe room.**

Action to be taken by Caretaker and Office Team:

- **Lockdown alarm.**
- **Ensure all fire exits and other external doors are locked (5 other external doors: stairwells, corridor, front, hall).**
- **Allow access to site for Thames Valley Police.**

Action to be taken by Headteacher/ Deputy Headteacher:

- **Call Police 999.**
- **Where possible, isolate and contain the threat.**

LOCK-DOWN COLLECTION PROCEDURES

As there are a number of exits from the school site (the front doors, playground gate, Surrey Road entrance) it is possible that children will be released to parents through an alternative exit. If the police agree that this is a safe option, the school communication systems can be used to inform parents of which gate they should make their way to, and the Senior Management Team will work with the Emergency Services to ensure the safe hand-over of the children. The most likely scenario is that police would check the school register before allowing parents onto the site so they can then collect from the classrooms, with teachers keeping a record of who has been collected, by whom and at what time. However, the School Incident Team will confirm arrangements after consultation with the Police/Emergency services.