

Staff Conduct

If you are concerned about the conduct of a member of staff or volunteer following an observation or disclosure the following actions must take place:

- Immediately inform the Head Teacher - Mr Brian Hughes.



- In his absence, immediately inform the Deputy Head Teacher - Ms Crouch.



Safeguarding Team

Please confidentially report any concerns to a member of the Safeguarding Team immediately.

- Mr Brian Hughes (Designated Lead)
- Ms Julie Crouch (Deputy Designated Lead)

Further information about keeping children safe is available from the Redbridge Local Safeguarding Children Board <http://www.redbridgescp.org.uk>

Keeping Yourself Safe

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- It's best not to do anything for a child that he or she can do for him or herself.
- Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date and pass it to the Head Teacher or Deputy Head Teacher in his absence.
- If you have concerns about a child, it is your responsibility to inform the Safeguarding Lead.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Head Teacher.

Remember... if in doubt... ask.

Welcome to Aldersbrook Primary



Safeguarding Guide for Visitors

Please take time to read the information contained within this guide for a safe visit.



Health and Safety

Your safety and well-being during your visit are important to us.

Aldersbrook Primary School regards the promotion of Health and Safety to be of the utmost importance for our children, staff and visitors to the school. This leaflet contains information about our expectations of you whilst visiting the school.

- As a visitor you have a legal responsibility to care for your own and others' safety.
- All accidents must be reported immediately to the main office and if first aid is required it may be obtained from there.
- Should there be a fire alarm during your visit please leave the building by the nearest exit and report to the assembly point in the middle of the main playground.
- Should you have any concerns relating to any incident which has led or could have led to damage or injury, please report these to the member of staff supervising your visit or to our School Business Manager – Rehanah Sharif
- Please note that smoking is not permitted anywhere on the school premises.

Visitor Procedures

All visitors must sign in at the main Office. You may be required to produce some form of ID.

- All visitors will be expected to sign in using our Inventory computer and issued with an appropriate visitor badge which must be displayed at all times whilst on the site.
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, when possible, to avoid disappointment.
- Visitors must sign out at the Main Office on our Inventory computer and return their visitor badge before leaving the site.

Safeguarding

Aldersbrook Primary School is committed to safeguarding and promoting welfare of the children and its community. We require all staff, volunteers and visitors to share this commitment. You have a duty to report concerns you may have to a member of staff.

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

If you are concerned about:

- something a child says
- marks or bruising on a child
- changes in a child's behaviour or demeanor
- the safety of a child

You must immediately inform the Designated Safeguarding Lead — Mr Brian Hughes. In his absence inform a member of the Safeguarding Team. Such concerns should only be shared with the Safeguarding team.

If you feel that a child may be at risk of harm but are not sure, then inform a member of the Safeguarding Team immediately who will offer advice and take appropriate action.

A copy of the school's safeguarding policy is available from the school office or on our website <http://www.aldersbrook.redbridge.sch.uk>.

Sometimes a child may disclose information to you. If this happens then you must discreetly and confidentially inform a member of the Safeguarding Team immediately.