

WHAT TO DO IF YOU ARE WORRIED

If you have a child protection concern, please ensure that this is reported to the main school office immediately so that they can inform a Designated member of staff for Safeguarding and Child Protection.

FIRE EVACUATION PROCEDURE

In the event of a fire, a continuous alarm will sound. Please move to the nearest exit and line up either on the main playground or roundabout in the car park at the front of the school. Admin staff will ensure that they take the registers and visitor's sign in book to the playground. Senior staff will ensure that the building is empty. If you discover a fire, raise the alarm immediately in order that the building can be evacuated. A practice fire drill will take place each term.

If you have a medical emergency, please speak to our front office staff.

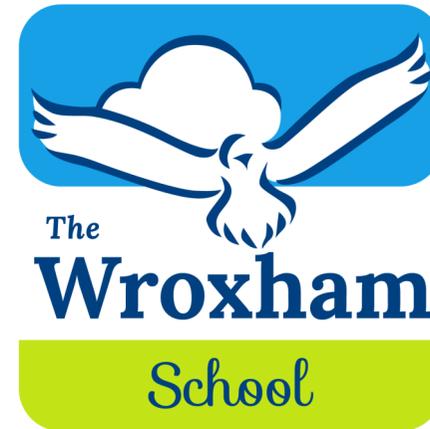
THANK YOU FOR VISITING OUR SCHOOL



The Wroxham School, Wroxham Gardens, Potters Bar, Herts. EN6 3DJ

Tel: 01707 643576. Email: Office@thewroxham.net

Website: www.thewroxham.org.uk



Safeguarding and Safety Advice for staff, volunteers and visitors

This leaflet is designed to help parents, carers, volunteers and visitors to our school understand the expected behaviour around our children in order to ensure their safety and wellbeing.

WELCOME

Welcome to the Wroxham School. We hope that you have an enjoyable visit to our school.

As a school, we are committed to promoting the safeguarding and wellbeing of every pupil. We also aim to provide a safe and secure environment for our pupils, staff, volunteers and visitors.

This brochure will set out explain the responsibilities of all visitors to the school and what to do if you are worried about a child.

SAFEGUARDING AND CHILD PROTECTION

Safeguarding is the action that we take to promote the welfare of the children in our care and to protect them from harm.

Child protection promotes the rights and welfare of all children. All schools have designated Child Protection members of staff. These staff are responsible for dealing with concerns which may arise. For more details, please request a copy of our Safeguarding policy. You can also find this on our website: www.thewroxham.org.uk

Our Designated Safeguarding Lead and Designated Teacher for Child Protection is **Cheryl Mence**, Joint Acting Headteacher

The Deputy Safeguarding Leads and Designated Teachers for Child Protection is **Nicky Easey**, Joint Acting Headteacher.

YOUR RESPONSIBILITIES

All visitors (including parents and carers) entering our premises, including the playground, have a duty of care towards the welfare and safety of the children and staff.

- * All visitors must sign in and out of the school at the main school office.
- * All visitors will be issued with a badge which should be visible and worn at all times. Please remember to return this to the office.

All staff and regular volunteers are required to have a Disclosure and Barring Service Enhanced Certificate. If you do not have one of these, you are unable to work with our children unsupervised. Please speak to Kelly Pickard if you think that you require one.

Appropriate relationships with children should be based on mutual trust and respect.

- * If you are working with a child on a 1:1 basis, always ensure that the door is left open and that you are visible to others.
- * Please do not photograph the children, unless requested to do so by a class teacher.
- * Any unprofessional contact with pupils may leave you vulnerable to an allegation of abuse being made against you.

Visitors may at some point witness actions which need to be kept confidential. These incidents must not be discussed outside of the school, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter. Further information can be found in the Code of Conduct Policy.