**Staff Conduct**

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

- Immediately inform the headteacher, Mrs Byrne
- In her absence, contact the Local Area Designated Officer (LADO) on 01962 876364.

**Who should I talk to if I have concerns about the Headteacher?**

- Contact Mrs Janet Roberts or Mrs Anthea Dwyer, Joint Chair of Governors, on 01252 622836
- In her absence, contact the Local Area Designated Officer (LADO) on 01962 876364.

**Fire/Emergency Procedures**

On hearing the fire signal

- Operate the nearest fire alarm. This will alert the Fire Service.
- When in class, the order to evacuate will be given by the teacher, who will indicate the route to be followed to the Upper School Playground.
- When not in class, form a single file and move by the most direct route to the above assembly point.
- At all times, act quietly and calmly.
- Do not stop to collect your personal belongings.

**ASSEMBLY POINT UPPER SCHOOL PLAYGROUND**

**First Aid**

If you or a child requires first aid assistance when in school, please notify a member of staff. All teaching assistants have received Emergency First Aid at Work training.

**Our qualified first aiders are:**
**Mrs Rachel Ankers**
**Miss Sam Best**
**Mrs Rachel Stilwell**
**Mrs Maria Winter**

# BRITISH VALUES

## Messages communicated to children must:

- Support fundamental British Values and our school values
- Be consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Not seek to glorify criminal activity or violent extremism or seek to radicalise children through extreme or narrow views of faith, religion, culture or other ideologies.




**All relevant policies can be found on the school website.**
**www.southfarnboroughjun.hants.sch.uk**

# SAFEGUARDING GUIDE for Visitors and Volunteers

We are committed to safeguarding and promoting the welfare of children. As such we expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. It gives information about our Safeguarding and Emergency Procedures.
Please keep this leaflet in a safe place so that you can read it again if you need to.

We hope you enjoy your time at our school.

**SOUTH FARNBOROUGH JUNIOR SCHOOL**
**Cunnington Road, Farnborough, Hampshire, GU14 6PL**
**01252 545682**

This leaflet has been created in consultation with Keeping Children Safe In Edcuation September 2026 (KCSIE)

# VISITOR INFORMATION

Safeguarding and Child Protection are a priority for all who work at and visit South Farnborough Junior School. As a visitor, you have a responsibility to care for your own and other's health and safety. Please report any concerns to the school office.

## Keeping ourselves safe

- All visitors must **sign in** at reception on arrival.
- Visitors will be issued with a badge that must be worn and visible at all times.
- Visitors are asked to read this leaflet in full on arrival on their first visit.
- Visitors should remain at reception until under the supervision of a designated member of staff.
- Mobile phones are not to be used whilst on the school site.
- Photographs are not to be taken under any circumstances.
- Be a good role model to our pupils by being respectful, fair and considerate of others. Remember children may interpret your words/actions differently.
- Report to staff any unacceptable behaviour.
- When working with a pupil(s) ensure that you are visible to others.
- All visitors must **sign out** at reception.
- Smoking is not permitted anywhere on the school site.

## Regular Volunteers

- Volunteers must **sign in** at reception
- Volunteers must **sign out** at reception
- Mobile phones must be on silent/switched off and out of sight. They must not be accessed in a space where children are present.
- Our regular volunteers, staff and governors have an enhanced DBS and barred list check and wear an identity badge.

**Who should I talk to if I have concerns about a Young Person?**

If you feel that a child may be at risk of harm, then inform one of the Safeguarding team immediately. They will offer advice and take appropriate action. Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background ability or disability.

A copy of the school's Safeguarding Policy is available on the website and in the school office.

**Keeping Young People Safe**

**Remember these three important messages**

1 All children have a right to be safe regardless of who they are or what their circumstances are.
2 Keeping children safe is everyone's responsibility.
3 We all need to listen to children even though we may not always be comfortable with what we hear.

Please remember, if you are a paid worker, volunteer or a member of the community, you have the responsibility to act if you are worried about a child or if you have any concerns regarding health and safety.

**Types of Harm**

**Physical** When a child is deliberately hurt or injured

**Sexual** When a child is influenced or forced to take part in sexual activity. This can be a physical or non physical, e.g. being made to look at an inappropriate image.

**Emotional** When a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or belittling or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

**Neglect** When a child is not being taken care of by their parents/carers. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or are being left at home alone.

**REMEMBER....if in doubt...ask!**

Please do not leave our school without telling someone or doing something.

**If a child discloses they might be subject to abuse:**

- **React calmly, listening carefully** to the child, particularly what is said spontaneously.
- **Never promise to keep a secret.** Always pass on concerns immediately
- **Do not ask** leading questions or make judgements. Clarify and check your concern if you are not sure by using for example, "tell (**T**), explain (**E**), describe (**D**)" but as soon as you believe that there may be genuine issue, ask no further questions. This would compromise further enquiries. **Only trained investigators should question a child.**
- **Reassure** the child that they are doing the right thing.
- **Record** carefully, on a form available from the office, what the child says in their own words including how and when the account was given. This must then be dated and signed and immediately passed to one of the Safeguarding Team below:



Mrs Jenny Byrne DSL



Mrs Zoe Plummer DDSL



Mrs Laura Hudson DDSL



Mrs Charlotte Allen DDSL



Mrs Chantelle Nelson DDSL