

Boughton Leigh Infant School is committed to safeguarding and promoting the welfare of our children and requires all staff, volunteers and visitors to share this commitment.

Visitor Procedures

- All visitors must sign in at the Main Office
- Visitor badges must always be worn and displayed when on school site
- Visitors will be asked to show valid ID on arrival
- All visitors must sign out at the Main Office before leaving the school site

Visitors wishing to speak to a particular member of staff should contact the school to make an appointment.

E-Safety

Mobile Phones

To protect our children we respectfully ask that you do not have your phone out or use it during your time on the school site. If this is an issue, please speak to a member of staff on arrival.

Photographs

Under no circumstances should you take photographs of our children whilst at our school.

Safeguarding Statement

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything please speak to any of the contacts named below. Please keep this leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the conduct of a member of staff or volunteer in school, you must contact the Headteacher Mr Moorcroft. If your concern is regarding the Headteacher you can contact our Chair of Governors Matthew Blood.

Designated Safeguarding Lead



Mr A Moorcroft - Headteacher

Deputy Designated Safeguarding Leads



Mrs C Blood
Deputy Headteacher



Miss A Smelt
Learning Mentor



Mrs K Green
Asst. Headteacher



Mrs A Oldham
Asst. Headteacher

Welcome to Boughton Leigh Infant School



Safeguarding for visitors

Boughton Leigh Infant School
Wetherell Way
Rugby
CV21 1LT

01788 571679
admin2598@welearn365.com

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

If you become concerned about:

- Something a child says
- Marks on a child
- Changes in a child's behaviour or demeanour

Please report these concerns to a Designated Safeguarding Lead. Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without disability.

What do I do if a child discloses they are being harmed?

Whilst this can be an alarming situation it is important that you know what to do in such an eventuality and for you to stay calm and controlled.

- Listen carefully to the child, particularly what is said spontaneously
- Remember not to show shock or disbelief
- Do not promise confidentiality
- Do not ask leading questions or make judgements
- Reassure the child they are doing the right thing
- Record carefully what the child says in their own words including how and when the account was given. Date, time and sign the record using the Green Concerns Log (available from school staff and the staffroom). Pass this on to one of the Designated Safeguarding Leads immediately.

Visitor Code of Conduct

- Be professional and treat everyone with respect
- Avoid being on your own with a child, always ensure that a door is open and you are visible to others
- Avoid physical contact with children unless you are preventing them from immediately hurting themselves or others
- It is best not to do anything for a child that they can do for themselves
- Do not make suggestive remarks, gestures, or tell sexist, racist or homophobic jokes
- Always tell someone if a child touches or speaks to you inappropriately. Log down the incident, time and date it and pass it on to one of the Designated Safeguarding Leads
- Please do not take any confidential information off site without prior consent from the Headteacher

Remember, if in doubt, ask!

Please do not decide to do nothing or leave our school without telling anyone should you have any issues, concerns or information.

Health & Safety

Please read the following information and familiarise yourself with our procedures.

Discovering a fire

Operate the fire alarm immediately. Begin the evacuation of yourself and the children in your care.

Hearing the Alarm

On hearing the alarm; stop what you are doing. Take any children in your care to the nearest fire exit. Go straight to the Fire Assembly Point (Top Playground - near the Huts).

At the Fire Assembly Point

Report to a member of school staff.

Remember:

- **Do not attempt to manage the fire**
- **Do not stop to collect personal belongings**
- **Do not re-enter the building until the all clear has been given**

First Aid

All accidents, regardless of severity, need to be reported to a First Aider. Staff will inform you of the nearest First Aider to where you are based. All accidents will be logged on Medical Tracker.