

Health and Safety

As a visitor, you have a responsibility to care for your own health and safety and others.

Accidents/incidents

Please report any accidents, incidents or Health & Safety concerns to the school office. You will be asked to record details in the school accident log.

First Aid

We have many trained First Aiders in the school. A First Aider is available in the school office until 4.30pm and in the playground during all break times. We have a defibrillator on site and all staff are trained in the use of Epi pens.

Emergency evacuation/Fire Alarm

Please familiarise yourself with the nearest fire exit to where you are located. In the event of the fire alarm ringing, please ensure that you leave the school building via the nearest fire exit. The fire assembly point is in Zone 3 playground, in front of the year 2 classrooms. Please meet by the visitor sign, which will be held up by a member of staff.

Shelter (Lockdown)

In the event of the lockdown alarm sounding, please make your way to the SENCO room, opposite the Headteacher office GF.16, on the ground floor. Please remain in this room until the all clear signal - you will be informed when it is safe to leave.

Smoking

Smoking is not permitted anywhere on the school site (including e-cigarettes).

Toilets

Toilets for visitors are located in the school office, reception area.

If you have any concerns about a child or suspect a child is at risk of harm please ensure that you share it with the appropriate people before leaving the school.

The Queen's C of E Primary School
Cumberland Road, Kew, Richmond, TW9 3HJ

Contact details:

Telephone:

020 89403580

Email

info@queens.richmond.sch.uk

Website

www.queens.richmond.sch.uk

Designated Safeguarding Lead

Co - Headteachers

Ms Voulla Demetriou & Ms Jenny Stroud-Turp

Deputy Safeguarding Lead

Ms Hilary Wilson (Assistant Head) &

Ms Polly Watkinson (Senco)

(Photos in the school office)

The Queen's C of E Primary School



A guide to Safeguarding and Child Protection

(Updated September 2021)

**Guidance for adults visiting,
volunteering or working at
The Queen's School**

*Living and Learning through the values of Love,
Compassion and Respect.*

Safeguarding children is everyone's responsibility

At The Queen's School, we are committed to safeguarding and promoting the welfare of children.

Adults visiting or working at The Queen's School play an important part in the life of the school. As a visitor, volunteer, outside contractor or someone who has come to work with our pupils in another capacity, it is important that you are aware of our safeguarding and child protection procedures.

We expect all staff, volunteers and visitors to share in this commitment.

Site Security

Entry to our site is via the external gates, please use the buzzer and identify yourself through the intercom. Entry to the school is via the main office, where there is also a door entry system.

Once inside the main office all visitors are required to register on our computerised entry system and be issued with a visitor's sticker, which includes a photo.

Where there are large groups of visitors, everyone will be required to sign in on a manual register and wear a visitor's sticker.

Please be vigilant and do not let other people enter via the gate, unless they have also spoken to the school office.

Identification

Stickers/lanyards must be worn at all times to identify you as a visitor in the school.

Code of Conduct for all Adults in School

As a visitor to our school, we would like you to feel welcome, keep yourself safe and keep our pupils safe. Therefore, please follow the guidelines below:

Protect yourself by:

- Adhering to the principles and procedures contained in the school **child protection policy 2021 and in part 1 of Keeping Children Safe in Education 2021**, both of which can be found on the website.
- Ensuring Information about individual children is kept confidential and discussed only with the staff directly involved.
- Completing our volunteer induction, on the school website. Essential if you are wishing to volunteer.
- Placing the safety and welfare of children above all other considerations.
- Being aware that children model their behaviour on what they see. All adults in school should act as a good role model for the children at all times.
- Being aware that any verbal or physical interaction with pupils may be interpreted by them as inappropriate. Please consider the language you use carefully and follow our safe touch guidelines (see below).
- Using appropriate and safe methods of comforting children such as: a touch on the hands, shoulders or top of the back. No child should be lifted, carried or sat on an adult's laps.
- Keeping in sight of another adult when working alone with a child.

- Making no direct contact with children through email or social networking either in or outside school.
- Taking no Photographs of children.
- Ensuring mobile phones are always set on silent. Any phone calls, text messages or e-mails should be taken in break time and in private areas.
- Reporting your concerns about a child even if you suspect a member of staff has behaved inappropriately.

What if a child wants to tell me something?

If a child wants to tell you something:

Do...

- Listen carefully and try not to ask questions, in particular leading questions.
- Tell the child that you will have to pass on what they tell you, so that you can keep them safe.
- Write down on a disclosure form, in the child's words, what they have told you.
- Ensure any information is kept confidential and is passed on immediately to the designated Safeguarding lead or one of the deputies.

Don't.....

- Promise to keep a secret or ask a child to keep a secret.