

Welcome to Raglan Primary School. We are committed to safeguarding and promoting the welfare of children and require all staff, Governors and volunteers to share this commitment.

Please help us to safeguard our children by:

- ◆ **Signing in** at the school office and **signing out** when you leave.
- ◆ Wearing a visitor sticker and keep it visible at all times.
- ◆ Not taking offence if challenged. Staff and children are taught to question any adult in school they do not recognise or if they cannot see your visitor sticker!

Confidentiality

As a governor, volunteer or visitor to Raglan Primary School you may be privy to information disclosed about pupils of staff. Under the Data Protection Act 1998 this privileged information should NEVER be shared outside of school.

Enhanced Disclosures

All staff, governors and volunteers in regulated activity Disclosure and Barring Service Enhanced Certificate (DBS). If you do not have a DBS you are not allowed to work unsupervised with our pupils. School office staff can give further advice.

Fire

In the event of the fire alarm sounding please leave the building by the most direct, safe and convenient exit. Make your way to the school playground nearest to your exit and report to the designated staff.

First Aid

Should you have an accident or feel unwell during your visit please report to the school office or speak to a member of staff.

What to do if I am worried about a child?

If you become concerned about:

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

YOU MUST INFORM A DESIGNATED STAFF MEMBER IMMEDIATELY

Designated Safeguarding Staff

Headteacher - Kath Margetts

Learning Mentor/Family Worker - Mrs Sam Collins



What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to the Headteacher.

What should I do if the alleged abuser is the Headteacher?

Report such allegations to the Chair of Governors.

How do I assure that my behaviour is always appropriate?

- ◆ Provide a good example and a positive role model by behaving in a mature and respectful, safe, fair and considered manner.
- ◆ Appropriate relationships with children should be based on mutual trust and respect.
- ◆ Treat all pupils equally. Never build 'special' relationships or favour particular pupils.
- ◆ As a volunteer/visitor you may well be working closely with children, sometimes on a one to one basis. If you are working with a pupil on his/her own always ensure that the door is left open or that you are visible to others.
- ◆ Do not photograph pupils (unless requested by the class teacher), exchange emails, text messages, telephone numbers or give out your own personal details.
- ◆ Do not give or receive (other than token) gifts unless arranged through school.
- ◆ Do not discuss the school or our children on social media. Please speak to a designated staff member in person.

Please help us to safeguard the children in our care by following these guidelines.

Student Visitors

- ◆ Please ensure you make an appointment with the school office for a school Safeguarding Induction in your first week at school.
- ◆ Please spend some time reading the information on the Staff Safeguarding Board located in the staffroom.



This leaflet has been given to you to make sure you understand what is expected of you. Please seek advice if you are unclear about anything in it, and keep the leaflet in a safe place so you can read it again if needed.



We hope that your visit to Raglan has been an enjoyable experience and that you found the environment safe, comfortable and welcoming. If you would like to make any comments about your visit, please email:

admin@raglan.bromley.sch.uk

No child should suffer harm, either at home or at school. Every adult in our school has a responsibility to make sure that all our young people are safe.



Thank you for your support

Raglan Primary School

Raglan Road

Bromley

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020 8290 3799

admin@raglan.bromley.sch.uk



**Important
Safeguarding
Information for all
Governors, Volunteers
and Visitors**

Our first priority is the
welfare of all pupils

