

### Conduct in School

Act as an excellent role model for our children. Be caring and respectful to all adults and children in school. Dress in a smart, appropriate manner.

### Confidentiality

Ensure that you maintain high levels of confidentiality. If you are in any doubt about sharing information, or you have any concerns, then seek the advice from Pauline Woods or Katie Till. Photographs should only be taken on school equipment and only shared in accordance to parental preference.

### Fire Safety

In the event of a fire, the alarm will sound continuously. Everyone should evacuate the building immediately and assemble on the playground.

### First Aid

The majority of staff in school have undertaken first aid in the work place training. The school office is the first place to go for assistance.

- Ice packs are kept in the fridge in the Medical Area.
- First aid kits are located in the Medical Area and in the Office.
- Children who have bumped their heads should have a note to inform parents.
- Staff with higher levels of first aid training are Linda Thornewell and Sarah Butterworth.



## Finally...

- *All children have the right to be protected.*
- *The prime concern at all stages should be the interest and safety of the child.*
- *Where there is conflict - the child is paramount.*
- *The responsibility to refer a concern belongs with the person who has the concern.*
- *If in doubt –consult.*

*Thank you*

# The Flourish Federation



## Our guide to Safeguarding children

*Brookfield Infant and Brookfield Junior  
School  
Swallow Road  
ME20 6PY  
01732 843667*

## Designated Safeguarding Lead staff

### Brookfield Infant School

Pauline Woods – Executive Head Teacher

Liz Guyton—Head of School

Cathy Smith—Head of School

### Brookfield Junior School

Pauline Woods – Executive Head Teacher

Katie Till – Family Liaison Officer  
across the Federation

### Safeguarding Children and Young People

If you have any concerns about a child protection issue, welfare or safety of a child, then report it to a member of staff as named above.

## Safeguarding Statement

**As part of The Flourish Federation we are committed to safeguarding and promoting the welfare of all children, and requires staff, volunteers and visitors to share this commitment.**

*This leaflet explains our expectations of all adults within our school, including visitors.*

*If you are concerned about any child in our school, please speak immediately to the Executive Head Teacher or any Head of School.*

*If you are concerned about the conduct of any staff member or volunteer in our school, please speak immediately to the Executive Head Teacher or any Head of School.*

*If anything is unclear, please talk to one of the contacts in this leaflet.*

## Different Types of Harm

There are four different categories of abuse.

- **Physical abuse** - when a child is deliberately hurt or injured.
- **Emotional abuse** - when a child is made to feel worthless, frightened or unloved. Being shouted at or threatened or witnessing violence or abuse.
- **Sexual abuse** - when a child is influenced or forced to take part in sexual activity. This can be physical or non physical activity (images).
- **Neglect** - when a child is not being taken care of; this may include poor hygiene, poor diet, being left alone, not coming to school, missing appointments with other agencies.

(More information on these can be found in the Kent Safeguarding leaflet.)

## Keeping the Building and Site Secure

All visitors must wear an identification lanyard.

All volunteers must have an up to date DBS check.

All visitors must be signed in and out at the Office.

Any child who leaves the building during the school day must be signed out by a parent/carer.

Teaching staff dismiss children at their classroom doors at the end of the day to ensure all their children have been collected.

Children wait in the library or office if they are being collected after 3.20pm.

Please help us with extra security by shutting the school site gate when you enter or leave the site!

Thank you!

There may be an occasion when a child makes a disclosure to you. **It is very important that you adhere to the following advice in order to ensure that the situation is dealt with effectively.**

## The golden rules for dealing with a disclosure

### Do

- Listen carefully
- Clarify if necessary
- Stay calm and reassure
- Make accurate notes using the child's own words
- Inform your Safeguarding Lead
- Seek support for yourself

### Don't

- Don't ask leading questions
- Don't use your own words to describe events
- Don't investigate
- Don't promise confidentiality

## ON-LINE SAFETY

Our children follow the adventures of Kara, Winston and the SMART crew to help keep them safe on-line.

