

OTHER GENERAL INFORMATION

Fire and Emergency Evacuation

If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble on the netball court.

Lockdown Procedure

If a continuous whistle blows, please enter the nearest room and remain hidden from view.

Accidents and Incidents

Please report to the school office.

Disabled Access

Disabled parking spaces are available in the car park and all areas of the building are accessible by wheelchair.

Further School Documentation

The following policies are available on request or on the school website:

- Child Protection & Safeguarding Policy
- Acceptable Use Policy
- Inclusion & SEN Policy
- Whistleblowing Policy
- Code of Conduct Policy
- Anti-bullying Policy
- Health & Safety Policy

Safeguarding Team

Designated Safeguarding Lead:
Cathy Moore (Headteacher)
c.moore@dustoneldean.northants.sch.uk



Deputy Safeguarding Lead:
Andy Stevenson (Deputy Head)
a.stevenson@dustoneldean.northants.sch.uk



Deputy Safeguarding Lead:
Catherine Smyth (Assistant Head)
c.smyth@dustoneldean.northants.sch.uk



Deputy Safeguarding Lead:
Emma Bateman (Family Support Worker)
E.Bateman@dustoneldean.northants.sch.uk



School Safeguarding Governor:
Ms Jane Other
janeamandaother@gmail.com



Duston Eldean Primary School



'TOGETHER WE GROW'

HEALTH, SAFETY & SAFEGUARDING PROCEDURES

Safeguarding and safety are the responsibilities of everyone. Please report any concerns to the safeguarding team.

*Duston Eldean Primary School
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Duston
Northampton
NN5 6PP*

01604 752283

www.dustoneldeanprimary.co.uk

Thank you for visiting our school. At Duston Eldean, we are committed to safeguarding; this leaflet will provide useful advice and information when working with children in our school. Please ask if there is anything you do not understand.

How do I ensure that my behaviour is always appropriate?

All adults are responsible for their own actions. You should avoid any situation which would lead any reasonable person to question your motivation and intention.

Appropriate relationships with children should be based on mutual trust and respect.

Treat all children fairly – never build a ‘special relationship’ or favour a particular child above all others.

If you are working with a pupil on his/her own, always ensure that the door is left open or that you can be visible to others.

Do not photograph pupils or give out your own personal details.

Do not contact pupils through social media.

Confidentiality

Confidential or personal information about a pupil and/or their family must never be disclosed to anyone.

Identity Badges

All visitors to Duston Eldean Primary School must either wear their visitor’s badge obtained from the school office or their agency / school’s identity badge. Any visitors without a badge will be challenged.

DBS

All staff, governors, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) checks. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certification is available from the school office.

Safeguarding in Northamptonshire

To make a referral to Children’s Services, contact the Northamptonshire Multi-Agency Safeguarding Hub (MASH) on 0300 126 7000 (option 1).

Out of office hours, contact children’s social care on 01604 626938.

If a child is immediate danger call 999.

Further information can be found on the Northamptonshire Safeguarding Children Partnership website:

<http://www.northamptonshirescb.org.uk>

What should I do if a child discloses that she/he is 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 be able to stay calm and controlled.

- Listen carefully to the child.
- Do not show shock or disbelief.
- Reassure the child but do not promise confidentiality.
- Let the child know you will tell the Headteacher who will be able to help them.
- Do not ask leading questions.
- Reassure the child it is not their fault and it is right to tell.
- Record carefully what the child says using exact words or phrases where possible.
- Ensure the child can be supported by a member of staff.
- Record the date and time of the disclosure. Sign the record.
- Immediately report to a member of staff who will take you to a member of the safeguarding team.
- You may wish to seek support from a member of the safeguarding team following the disclosure.

What should I do if I have concerns regarding a member of staff?

You should report any concerns to the Headteacher.

If you have concerns regarding the Headteacher, you should report them to Katie Jones (Chair of Governors).

chair@dustoneldean.northants.sch.uk