

Safeguarding Information

How do I ensure that my behaviour is always appropriate?

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

As a visitor or volunteer you may be working closely with children, sometimes on an one-to-one basis.

If you are working with a child on your own, always ensure the door is left open or that you are visible to others.

Do not photograph children unless you have been given permission by a member of the Senior Leadership Team.

Please do not use your mobile phone whilst on school premises.

Do not exchange emails, text messages or social media dialogue with the children and do not give out your personal details.

What if I am worried about a child?

If while working with a child you become concerned about:

- Comments made
- Marks or bruising
- Changes in the child's behaviour or demeanor

Please report any concerns immediately to the Safeguarding Team.

Do not discuss your concerns with anyone else and do not promise that 'everything will be ok'

General Information

Fire and Emergency Evacuation

If the fire alarm sounds (continuous alarm) please leave the building immediately by the nearest exit and assemble on the playground. Our staff will direct you.

In the unlikely event of a lockdown, 6 pulsing bells will sound. A member of staff will direct you to a safe place. Please be aware you will not be allowed to leave the building during a lockdown.

Accidents and Incidents

Please report these to the main school office.

Access to the Internet

All users of the school systems and Wi-Fi must comply with our ICT Policy.

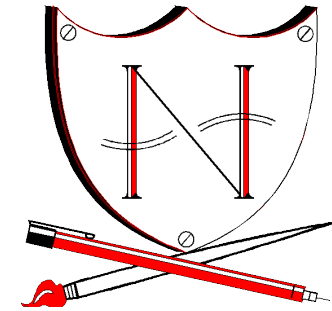
Please ask the Office Manager for details.

Visitor's Toilet

Male and Female toilets and a single use toilet are located near the library.

Parking and Disabled Access

Limited parking is available in the car park. For holders of a disabled badge there are 3 spaces for use by disabled visitors, staff and parents/carers.



SAFEGUARDING

IT'S EVERYBODY'S BUSINESS

Good to know.....

If you do have a concern while you are with us please see the safeguarding team immediately.

Email:

sarah.stocking@northmead.surrey.sch.uk
debbie.brown@northmead.surrey.sch.uk
wendy.cook@northmead.surrey.sch.uk
denise.lewis@northmead.surrey.sch.uk

Alternatively, the numbers below may be of use to you.

Surrey Safeguarding Hub (MASH)

Phone: 0300 470 9100

Email: csmash@surreycc.gov.uk

Out of hours duty team: 01483 517898
If you believe a child may be in immediate danger, please call 999

Northmead Junior School has a Safeguarding Policy that can be accessed via our school website or paper copies are available on request from the school office.

Remember, it is not your responsibility to investigate child abuse, but you do have a responsibility to pass any concerns you may have to the appropriate people in school.

Our Designated Safeguarding Team
DSL Sarah Stocking
DDSL Debbie Brown
DDSL Wendy Cook
DDSL Denise Lewis

They can all be contacted via email on any of the email addresses listed overleaf.

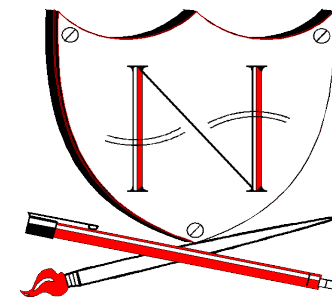
To speak to a member of the safeguarding team in person please ring the school office: 01483 529870 and ask to be put through to any member of the safeguarding team.

Northmead Junior
School
Grange Road
Guildford
Surrey
GU2 9ZA

Phone: 01483 529870

Email: info@northmead.surrey.sch.uk
Website: www.northmead.surrey.sch.uk

Try more,
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SAFEGUARDING

IT'S EVERYBODY'S BUSINESS

Welcome to Northmead Junior School

We hope you find your visit to our school informative and helpful. Before you enter the building we must ask you to take a few moments to read the information contained in this leaflet.

While visiting us you must wear your visitor's badge ensuring it is clearly visible at all times. You may be asked to show it to any of the staff or children if it is not easily visible.

We are proud of the safeguarding practice at Northmead Junior School. This leaflet will explain our expectations of all member of our community and our visitors.