

### ONLINE SAFETY

We use **Smoothwall** which is a 100% content aware, real-time network web filter, recommended by EICTS at Solihull LA. This online safety filtering system along with high levels of monitoring by adults ensures we are prioritising the online safety of our children. The DSL and Deputy DSLs receive daily reports of any websites that have been blocked and carry out further investigations with the appropriate child or adult.

### FIRE PRECAUTIONS

In the event of the fire alarm sounding, indicated by a continuous siren, you must leave the building using the nearest fire exit, clearly marked with a green and white sign.

The assembly point for all children and adults is on the large playground at the back of the school.

The only exception is for the Nursery children and adults who will congregate in their Nursery garden.

Do not collect possessions or re-enter the building until you have been told it is safe to do so.

### FIRST AID

In the event of an accident or feeling unwell please advise a member of staff who will enlist the help of a trained First Aider / Paediatric First Aider to assist.

For a full list of First Aiders and Paediatric First Aiders please see certificates on display in the school office.

If you have a medical condition which you would like us to be aware of please inform the office staff.

### SITE SECURITY

If you leave the building for a short time, please exit through reception, informing the office staff as you go.

Do not prop open any external doors which could give access to unauthorised individuals entering the building. Check external doors are securely closed.

### SMOKING AND VAPING

Smoking and Vaping are strictly not permitted within the school building or school grounds.

### HEALTH AND SAFETY CONCERNS

Should you identify any Health and Safety concerns please report them immediately to:

- Mr Rogers, Site Manager
- Mrs Gaughan, Headteacher
- Miss McCormack, Finance Manager

**GFES believes that the best interests of the children always come first and ask all adults working with children to maintain an attitude of “it could happen here”.**

**PLEASE READ THIS LEAFLET AT THE START OF YOUR VISIT.**

**ENSURE YOU ASK THE PERSON WHO GAVE YOU THIS INFORMATION IF YOU ARE UNCLEAR ABOUT ANYTHING OR REQUIRE FURTHER INFORMATION.**

**PLEASE KEEP THIS LEAFLET IN A SAFE PLACE SO THAT YOU CAN REFER TO IT DURING YOUR VISIT(S).**

Updated September 2023



## **George Fentham Endowed School**

## **SAFEGUARDING AND HEALTH & SAFETY INFORMATION AND EXPECTATIONS FOR VISITORS AND VOLUNTEERS**

## SAFEGUARDING CHILDREN

George Fentham Endowed School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share this commitment.

**Safeguarding is everyone's responsibility.**

### Signing in and Required Checks

All visitors and volunteers are required to sign in at the school office. Our office staff will ensure the correct level of checks have been completed, depending on the purpose of your visit and in line with KCSIE 2023. (See page 66 for further information.)

For those working in regulated activity, an Enhanced DBS with barred list check will be required.

Advice on how to complete a DBS / Enhanced DBS application is available from the School Business Manager, Mrs White.

Checks must be successfully completed and all required information added to our Single Central Record prior to working with our children.

You will be given a lanyard to wear with your signing in pass. Please ensure this is visible at all times and ensure you sign out at the end of your visit:

**BLUE LANYARD: Staff Member**

**GREEN LANYARD: Visitor / Volunteer, all checks successfully completed, no supervision on site required.**

**RED LANYARD: Visitor / Volunteer, all checks successfully completed, supervision required at all times.**

For Further Information please refer to:

- **GFES Safer Recruitment Policy**
- **GFES Child Protection Policy**
- **GFES Safeguarding Policy**

Policies available on our school website or from the school office and on the staffroom noticeboard.

### What should I do if I am worried about a child?

If whilst working with a child you concerned about:

- Comments / disclosure made by a child
- Notice marks or bruising on a child
- The child's behaviour or demeanor

Please discuss and report these concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL:

- **Mrs Bailey, Deputy Headteacher & DSL**
- **Mrs Gaughan, Headteacher & Deputy DSL**
- **Mr Bass, Senior Leader & Deputy DSL**

### What should I do if a child makes a disclosure?

- Listen to what is being said and accept it, without showing shock or disbelief.
- Allow the child to talk freely.

**Do not interrogate the child or ask leading questions.**

- Reassure the child but do not make promises that might not be possible to keep.
- Explain to the child that you will have to tell another adult so that they can help him/her.
- Stress that it was the right thing to tell.

As soon as possible, record the details of the disclosure, including wherever possible, the exact words or phrases used by the child.

**A Safeguarding Concern or Disclosure form is available in the school office and in the staffroom. Pass this information immediately to the DSL or Deputy DSL.**

### Concerns or Allegations about any adults working with children at GFES:

You should report any concerns or allegations directly to the **Head-Teacher: Mrs J Gaughan**

### Concerns or Allegations about the Head teacher:

You should report any concerns or allegations regarding the Headteacher to the **Chair of Governors, Mrs R Roberts**. Contact details are available in the school office and on the staffroom noticeboard.

For Further Information please refer to:

- **GFES Managing Allegations Policy**
- **GFES Low Level Concerns Policy**

Policies available from the school office and on the staffroom noticeboard.

### Use of Mobile Phones and Devices

**Mobile phones or devices including cameras must not be used.** Please ensure they are turned off and put away out of sight, during your visit.

Should you need to use your phone/mobile device, for any reason, please speak with the **Headteacher or Online Safety Lead, Mr Bass when signing in.**

### How do I ensure that my behaviour is always appropriate?

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.

Never exchange emails or text messages, or give out your own personal details.