

Staff and Visitor Agreement:

- I can confirm that I have been given a copy of Part One of Keeping Children Safe in Education (new staff only)
- I can confirm that I have read and will adhere to the confidentiality statement written in this leaflet (see overleaf)
- I can confirm that I know who the DSL is (including the Deputy and 'other' staff available) and what their roles entail
- I can confirm that I know where to find further information in order to keep myself and our children at Birchfield School and Pre-school safe (a list of relevant policies can be found in this leaflet)
- I can confirm that I understand that failure to adhere to the above may result in disciplinary action

Designated Safeguarding Lead

Richard Culham

Head Teacher - Whole School DSL

Judy Parker

Deputy Head Teacher - Whole School Deputy DSL

Lucy Mitchelson

Pre-school Manager and DSL

Anne Peapell

Pre-school Deputy DSL

Other staff available to talk to; who are also trained in 'Working Together to Safeguard Children' are:

Verity Walker (Assistant Head Teacher),

Danielle Barter (PFSA)

Debbie Schroetter (PFSA)

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Birchfield's Safeguarding Team



Safeguarding advice for staff and visitors

**Keeping yourself and our
children safe**

One school, learning together

Our School is committed to safeguarding and promoting the welfare and safety of children and young people.

- All visitors are asked to make sure that they have signed in at the main reception and that their visitor badge is visible at all times.
- All visitors are expected to report any suspected misuse or concerns about a child's welfare (including online safety) regarding pupils or staff, to the Designated Safeguarding Lead; Mr Culham (Head Teacher) immediately.
- All visitors are required to observe the fire evacuation procedure which is located in the reception area.
- A visitor should not share any personal information with our children.
- Information posted online about Birchfield School should be checked by Mr Culham (Head Teacher) beforehand for anything that may be offensive to staff or pupils, or that may bring the school into disrepute.

Mobile Phones

Visitors should not use any personal mobile device in areas used by our children; unless they have gained permission from the Head Teacher or senior member of staff.

Before taking any photographs all visitors must have permission from the Head Teacher or senior member of staff.



If you would like to know more, the following policies can be found in our policy folder on Office 365 and/or in the school office:

Child Protection Policy

Acceptable Users Policy

E-Safety Policy

Whistle Blowing Policy

Allegations Against Staff Policy

Complaints Policy

Confidentiality Statement

All matters relating to our pupils are important and some issues that concern our children are sensitive and should be treated with care and consideration.

It is therefore extremely important that all adults working within the school (staff and volunteers) abide by the confidentiality guidelines set out in the LA contractual terms and conditions of service. Failure to do so may result in disciplinary action:

- Do not discuss any sensitive matters or issues concerning a pupil with anyone other than school staff connected with that particular child.
- If you are in any doubt regarding the sensitivity of the issue do not discuss the matter until clarification is sought from the Head Teacher.
- Be sure, when discussing issues relating to pupils, particularly sensitive matters, that you will not be overheard by other adults or children.
- Be especially careful with written paperwork and records relating to pupils, especially those relating to sensitive issues. Always ensure that these documents are kept in a confidential manner and only visible to appropriate professionals.