



Beechwood Park

Our
future
starts here

Safeguarding Information for
Adults Visiting or Working at
Beechwood Park School



Our Mission

Our primary statutory responsibility and the bedrock of our Mission to Nurture is to ensure that all of our pupils are healthy, safe and protected from harm.

Please carefully read through the information in this document so that you can support our safeguarding culture and keep yourself safe from possible allegations.

As an adult visiting or working at Beechwood Park you automatically have a part to play in keeping our pupils safe. This is whether you are directly employed by the school, a guest, a visiting speaker, a contractor or a sub-contractor.

Safeguarding and promoting the welfare of children is EVERYONE's responsibility.

EVERYONE who comes into contact with children has a role to play in protecting them from maltreatment, preventing the impairment of their health or development, and taking action to enable all children to have the right to be safeguarded from harm and exploitation, regardless of their race, religion, preferred language, ethnicity or their age, gender, sexuality or disability.

If you see anything during your visit which calls into question a child's health, safety or protection from harm, you have a statutory duty to act; please report your concerns to the Designated Safeguarding Team and or write careful notes about what you have seen, heard, witnessed or have been told, using the Cause for Concern form available from Front Desk. Please sign, date and time any notes you make.

The Beechwood Park School Child Protection Policy is available on **www.beechwoodpark.com** or a copy can be requested from the school office.

Please do...

- Be aware that conversations or interactions with pupils may be interpreted by them as being inappropriate or offensive, even if this was not your intention.
- Report any unacceptable behaviour from a pupil.
- Ensure that you have your visitor's/contractor's badge or other school-issued identification on your person and clearly visible at all times and return it on departure.
- Ensure that you fulfil the criteria in your Risk Assessment in terms of supervision around young people. For example, if the school does not hold a current DBS certificate for you, you **MUST** be accompanied by a member of Beechwood Park staff at all times for the duration of your visit.
- Support our Health and Safety culture by staying safe at Beechwood Park and by not taking risks which might harm you or someone else.
- Be particularly sensitive to the needs of young people around our site and follow our Health and Fire Safety Policy and Procedures, which is available from Reception.
- Only use staff toilets in school. You may not use the toilets designated for children (marked: Pupils).

Please don't ...

- Take offence if we need to check your identity.
- Instigate verbal or physical contact with pupils (either on or off the school grounds) unless it is appropriate and part of the agreed reason for your visit.
- Respond to verbal or physical contact from pupils. If this occurs or you have any other concerns about pupil behaviour, please report it immediately to the member of Beechwood Park staff who is responsible for your visit to the school.
- Give personal information to any pupil, for example your name, address, telephone / mobile number or email address.
- Make contact outside Beechwood Park grounds with a pupil as it could be considered inappropriate by that individual and lead to your interaction being misinterpreted.
- Accept or respond to a pupil attempting to give you their personal information, for example their name, address, telephone / mobile number or email address. Please report it immediately to the member of Beechwood Park staff who is responsible for your visit to the school.
- Allow yourself to be unaccompanied in the school if Beechwood Park does not hold a current DBS certificate for you.
- Reveal to anybody outside school, personal information that you may learn in the course of your work or visit.
- Smoke onsite as the school operates a non smoking policy (including e-cigarettes) on all school premises.
- Take any photographs of the pupils or staff, unless pre-authorised and agreed with the DSL and /or a member of SLT.
- Use your phone at any time in EYFS.
- Use authorised photographs on social media unless explicitly agreed by the DSL and/or a member of SLT.

Health and Fire Safety

Please be aware we test our fire alarm at 7:30am on Monday mornings during term-time for about 30 seconds. If the alarm sounds for longer than 30 seconds or at any other time, please evacuate the building using the nearest available fire exit. A member of staff will accompany you to the visitor assembly point which is the Astro pitch to the rear of the school, where we will register that you are safe.

If you suspect abuse, a young person confides in you or a complaint is made to you about any other child, adult or about yourself, it is your DUTY to report the concern to the school or, failing that, 'children's social care' in Hertfordshire.

Designated Safeguarding Lead

Jaime Packer

safeguarding@beechwoodpark.com

Extension: 151

Deputy Designated Safeguarding Leads

Nicola Greenwood

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Extension: 147

Samantha McIntosh

smcintosh@beechwoodpark.com

Ext: 156

All staff are available via the School Switchboard: 01582 840333. Children's local care in Hertfordshire: 0300 123 4043. Hertfordshire Police where a child is in danger: 999. For non-emergencies: 101 or 01707 354000. NSPCC Child Protection Helpline: 0808 800 5000.

We thank you for your co-operation.

