



Brookfields School  
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### Guidelines for safe working practice within Brookfields School

Everyone has a responsibility to ensure that every child in Brookfields School is safe

Any concerns or allegations should be reported to Headteacher; Sara Ainsworth (Designated Safeguarding Lead) or in her absence Deputy Headteacher (Deputy Designated Safeguarding Lead) Harry Dineley

Camera/mobile phones must be switched off whilst you are in school. If you need to be contacted please give the school number. Do not discuss school issues or refer to any pupil or member of staff



### Checks

All staff, including supply staff plus regular visitors, students and volunteers are subject to DBS checks. This is to ensure that unsuitable people are prevented from working with children.

### Arrival at school

Any one arriving in school must sign in at Reception where they will be issued with a visitors pass. These passes must be worn at all times alongside any agency / school identity badge also.

### Medical Concern / Emergency

If you feel unwell or you notice that someone else is please report to the appropriate person; class teacher or first aider. In an Emergency follow the schools emergency procedure to phone an ambulance. Please note that the school has a defibrillator in the school office.

### Fire Evacuation

Please familiarise yourself with the fire evacuation plan displayed in each classroom / teaching area/staff area. On hearing the fire alarm please evacuate the building by the nearest fire exit to meet on the playground.

### Worried about a child

Abuse (physical, sexual, emotional) or neglect can have a damaging effect on a child's health, educational attainment and emotional health and well being. Some changes in a child's behaviour may not necessarily indicate that a child is suffering abuse or neglect. In some cases these changes may be symptoms of a hidden disability, undiagnosed medical condition or changes in medication. If whilst working with a child you become concerned about changes in a child's behaviour, please report these concerns to the schools Designated Safeguarding Lead; Sara Ainsworth or Deputy Designated Lead; Harry Dineley

### Worries about a member of staff / adult in school

If you are concerned about a member of staff or other adult; that they are behaving out of character or in a way that makes you feel uncomfortable, talk to them to see if something is wrong. Unusual behaviour can be a sign of stress, other worries or illness. If their behaviour continues to concern you, please report it to the appropriate person.

### **Disclosure of abuse by a child**

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to stay calm and in control.

#### **Please follow these guidelines:**

- Listen to what is being said without displaying shock or disbelief. Accept what is being said.
- Allow the child to talk freely, listen rather than asking direct questions.
- Reassure the child, but do not make promises that it might not be possible to keep.
- Do not promise confidentiality but explain to the child that you have to tell their teacher or the headteacher in order to be able to help them.
- Do not interrogate the child or ask leading questions.
- Reassure the child that it was not their fault.
- Stress that it was right to tell someone.
- Make them aware that their disclosure will be reported only to those who need to know and can help.
- Record details of disclosures immediately, including where possible the exact words or phrases of the child. Do not include your opinion or interpretation and if you do, ensure that you explain that it is such. (forms can be found in the office or in each classes safeguarding files).
- Sign and date the record.
- Report your concerns and give your written record to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead; in order for the matter to be dealt with in the most appropriate way.
- Be aware of your own feelings about abuse and find someone that you can share your feelings with once the procedures have been completed.

**It is important that you remember children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else.**

### **Volunteers / Visitors responsibility**

All those who come into contact with children through their everyday work, whether paid or voluntary are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention.

#### **DO**

- Treat everyone with respect
- Treat children equally ~ never build a 'special relationship' or favour a particular child above others.
- Provide a good example and be a positive role model by being respectful, fair and considerate.
- Remember that someone else might misinterpret your action, no matter how well intentioned.
- Plan activities so that they may involve more than one person and are at least in sight or hearing of others. If working alone with a child, leave the door open and be visible.
- Respect a child's right to privacy
- Only touch children for professional reasons and where this is necessary and appropriate for the children's wellbeing, health needs or safety.
- Act as an appropriate role model
- Provide access for children and adults to feel comfortable enough to point out attitudes and behaviours that they do not like
- Provide a caring atmosphere

#### **DO NOT**

- Make inappropriate comments or have inappropriate banter with children
- Permit abusive activities e.g. sarcasm, bullying, ridicule
- Jump to conclusions without checking facts
- Make suggestive remarks, gestures or tell sexist, racist, homophobic jokes
- Rely on your name or position to protect you
- Take photographs unless requested by school staff and only then on a school camera or iPad. Do not exchange emails, text messages, phone numbers or give out your personal details to current/past pupils and their families.
- Receive or give gifts unless arranged through school.
- Open up attachments on the internet that you are not sure of and Internet browsing is not permitted unless permission given.