

## Other General Information

### Fire

If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble on the carpeted area of the infant playground. Please report to the school office staff to confirm your presence.

### Accidents and Illness

All accidents, regardless of severity, need to be reported the school office.

### No smoking

It is against the law to smoke on these premises.

### School Facilities

The female toilets are located in the Year 2 corridor and should be left closed. The door is coded. The male adult and disabled toilet is located next to owl class. Visitors and helpers are requested not to use the staffroom. The library may be used for lunch time by volunteers and work experience students.

### Security

Please ensure external doors are secured as you pass around the school. The school has panic alarms in each classbase and office for use in the case of a security breach which poses a threat to children or staff.

### Contractors Code of Conduct - Blue Card

- Avoid contact with children
- Never be in contact with children without school supervision
- Stay within the agreed work area and access routes
- Obtain permission if you need to go outside the agreed work area or access routes
- Keep staff informed of where you are and what you are doing
- Do not use inappropriate or profane language
- Dress appropriately – shirts to be worn at all times
- Observe this code at all times

## Who to contact in our school

Designated Safeguarding Lead:



Mr S Roche -  
Principal

Deputy Safeguarding Leads:



Mrs P Verkooijen -  
SENCo



Mrs V Bryant -  
Assistant Principal

Deputy Designated Safeguarding Lead:



Mrs S Eastment -  
Family Support



Mrs V Tracy -  
Vice Principal

### School Contact Details

Hamstel Infant School and Nursery  
Hamstel Road  
Southend-on-Sea  
Essex  
SS2 4PQ

Tel: 01702 468461  
office@his.porticoacademytrust.co.uk

### Further Information

You can find the full Safeguarding and Child Protection Policy on our school website: [www.hamstelinfants.co.uk](http://www.hamstelinfants.co.uk)

A hard copy is available to read from the school office.



# KEEPING CHILDREN SAFE WHEN VISITING OUR SCHOOL

## A GUIDE FOR SCHOOL VISITORS

Please sign in on arrival and collect your visitor badge. Please wear the badge at all times to avoid being challenged by staff or children.

Remain with your host at all times unless we confirm we have had a DBS clearance for you.

On departure, please sign out and return your badge.

## Welcome to our school

At Hamstel there is always a warm welcome awaiting you in an environment that is both happy and safe. Our motto is 'We Care...' and this is fundamental to everyone and everything we do.

We hope that you have an enjoyable visit to Hamstel Infant School and Nursery. Our main priority is to ensure that everyone is aware of their responsibilities towards making sure all young people are safe. As a visitor please remember the following:

- If you are working in a 1:1 situation with a child, we must have confirmation that all the necessary safeguarding checks have been carried out including the Enhanced DBS disclosure.
- You must avoid physical contact with any child.
- You must never exchange personal contact details with a child or arrange to meet them outside of the school environment.
- The use of mobile devices, cameras and taking photographs is not permitted unless prior permission has been sought.

## Visitor Code of Conduct

- We use positive and appropriate language when talking to other adults and children, please ensure you model the same approach.
- Mobile devices are not to be out or used at any time.
- Remember someone else may misinterpret your actions no matter how well intended.
- Avoid physical contact with children.
- Always tell someone if a child touches you or speaks to you inappropriately.

If you are concerned about the conduct of a member of staff during your visit please speak to the Principal immediately, in his absence, please inform the Vice Principal.

## Safeguarding Children

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone that has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

### What to do if you are worried about a child?

If you become concerned about:

- Something a child says.
- Marks or bruising on a child.
- Changes in a child's behaviour or demeanour.

Please refer to the back page of this leaflet for contact details of our child protection team. Or, please contact the school office who can locate them for you.

If there is any reason to suspect that a child has suffered bullying or discrimination, or is likely to suffer significant harm, you must inform the Designated Safeguarding Lead immediately. Our staff will then follow the procedures according to the school Safeguarding Policy.

### What do I do if a child disclosed they are being harmed?

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 controlled.

- Listen carefully to the child, particularly what is said spontaneously.
- Do not interrogate or ask leading questions.
- Reassure the child that it is not their fault; stress it was right to tell.
- Remember not to show shock of disbelief.
- Tell the child that you need to tell someone else—you cannot promise confidentiality.
- Make accurate notes of what has been said by the child and pass them immediately to the Designated Safeguarding Lead.

It is not your responsibility to investigate but to report to the Designated Safeguarding Lead.

## What is abuse?

Any form of neglect, physical, emotional or sexual mistreatment or lack of care that leads to harm or injury. It can happen to any child regardless of their age, gender, race or ability.

## What is discrimination?

When people receive less favourable treatment in and on grounds which cannot be justified. This covers race, ethnic or national origin, language, religious or belief, gender, gender reassignment, sexual orientation, disability, social class, responsibility for other dependant or where the person lives.

## What is bullying?

A wilful, conscious attack on the self-esteem or the person of an individual child. It includes jibes, name-calling, silence/exclusion from the social group, emphasising differences, threatening behaviour, racial/sexual harassment, extortion and physical attack. It may vary in severity, frequency and in the number of people involved.

People working in schools are uniquely placed to notice signs and symptoms of abuse and to support children who are subject to abuse or living in abusive situations.

