



Mill Rythe
JUNIOR SCHOOL

Safeguarding Information for Visitors



The School Day	
8:35	School gates open
8:50	Registration
10:30-10:45	Break
12:10-13:05	Lunch
15:30	School ends

Website	http://www.millrythejunior.co.uk/
Email	admin@millrythe-jun.hants.sch.uk
Chair of Governors	Mrs Lisa Charlton
Headteacher	Mrs Donna Maxwell
Deputy Head	Mrs Erica Wintle
Assistant Head & Inclusion Leader	Mrs Venessa Mott
School Business Manager	Mrs Farrelly
Site Manager	Mr Geoff Miles
Designated First Aider	School Office Team
Home School Link Worker	Mrs Sue Ginn
Updated	Sep 2023

Welcome to Mill Rythe Junior School

Mill Rythe Junior School is entirely committed to safeguarding and promoting the welfare of children and young people, and expects all those visiting, working and volunteering on the school site to share this commitment.

Arrival on Site

Upon arrival, you will be asked to sign in and we will give you a visitors' sticker and lanyard. This **must** be worn at all times and handed back to a member of the office team when you leave. You will also be asked to sign out.

If representing another organisation, then your identification for this organisation must also be worn. When you sign in as a visitor to our school, you are also signing to confirm that you have read and understood the contents of this information leaflet and understood the school policies and procedures for safeguarding.

Copies of all our safeguarding policies are on the school website and are available from the school office.

Disabled Visitors

If you have a disability, any additional needs, or feel you may need assistance while visiting our school and/or in the event of an emergency, please inform the school office on arrival. Only assistance dogs are also allowed on site.

Contractors

If you are a contractor visiting our school to carry out works, please ask for Mr Geoff Miles (Site Manger). You must also view and sign the school Asbestos Register.

Safeguarding

Designated Safeguarding Lead (DSL): Mrs Donna Maxwell (Headteacher)

Deputy Designated Safeguarding Lead (DDSL): Mrs Erica Wintle (Deputy Headteacher) Mrs Sue Ginn (Home School Link Worker) Mrs Venessa Mott (AHT and Inclusion Leader)

While working in Mill Rythe Junior School, you have a duty of care towards the children and young people here. This means that at all times you should act in a way that is consistent with their safety and welfare.

If at any time you have a concern about a child or young person, particularly if you think they may be at risk of abuse or neglect, it is your responsibility to share that concern with the school Designated Safeguarding Lead (DSL) or any Deputy DSL. If you speak to the office team, they will take you to them.

This is not an exhaustive list but you may have become concerned as a result of:

- Observing a physical injury, which you think may have been non-accidental.
- Observing something in the appearance of a child or young person which suggests they are not being sufficiently well cared for.
- Observing child behaviour that leads you to be concerned about a child or young person.
- A child or young person telling you that they have been subjected to some form of abuse.
- Observing adult behaviour that leads you to be concerned about their suitability to work with children or young people.

In any of the circumstances listed here, you must write down what you saw or heard, date and sign your account, and give it to the DSL as soon as possible and no longer than 24 hours later. This may be the beginning of a legal process - it is important to understand that legal action against a perpetrator can be seriously damaged by any suggestion that the child has been led in any way.

If a child talks to you about abuse, you should follow these guidelines:

- Rather than directly questioning the child, just listen and be supportive.
- Never stop a child who is freely recalling significant events, but don't push the child to tell you more than they wish.

- Make it clear that you may need to pass on information to staff in other agencies who may be able to help - do not promise confidentiality. You are obliged to share any information relating to abuse or neglect.
- Write an account of the conversation immediately, as close to verbatim as possible. Put the date and timings on it, and mention anyone else who was present. Then sign it and give your record to the DSL who should follow due process, including contacting Children's Social Care if appropriate.

The school has a policy on safeguarding children and young people which you can find, together with the local procedures to be followed by all staff, in the staffroom or on our school website.

www.millrythejunior.co.uk

Remember, if you have a concern, report it.

Concerns about adults

It may be that whilst visiting our school, you observe a member of staff or adult working with a child/children and you may be concerned about their interaction with them. You may overhear something or see something which makes you feel uncomfortable. It is important that you report these concerns to the Headteacher as soon as possible. If the Headteacher is not available ask for the Deputy Head or if your concern is about the Headteacher, please ask for contact details for the Chair of Governors, Mrs Lisa Charlton or contact the LADO on 01962 847364 or the NPSCC whistleblowing line on 0800 028 0285.

It is important to remember that it is not your responsibility to investigate concerns regarding Safeguarding and Child Protection, only to report them to a named DSL/DDSL.

Other useful contacts:

In the case of an emergency, suspecting that a child may be at risk of immediate significant harm or a suspicion/disclosure, you must contact the police on 999.

Hampshire Children's Services

Office Hours – 0300 555 1384

Out of Office Hours – 0300 555 1373

You can also email Children's Services at childrens.services@hants.gov.uk

Working in our school

When you are visiting our school, you are always under the supervision of a staff member and should, for your own protection, never be in a classroom on your own with a child. If you are here to work with a child on a one to one capacity, e.g. education professionals carrying out an assessment, this must be agreed by the Headteacher.

Health and Safety Information

It is the school policy to ensure that every reasonable step is taken to prevent injury and ill health to people by protecting individuals from hazards at school. This includes pupils, staff and visitors, regardless of the reason for visiting.

This is approached by:

- Assessing and controlling risk as part of the day-to-day management of the site and school activity
- Providing and maintaining safe, healthy and secure conditions, training and instructions so that people on site are able to carry out their duties effectively, safely and efficiently
- Ensuring that a constant awareness and regard to health and safety is maintained in respect to all school activities
- Carrying out scheduled periodic reviews to our policies and procedures

First Aid

For all first aid requirements please see the office team who is located in the school office. All accidents and near misses (something that happens that could have caused an injury or fatality) must be reported to the school office.

We have 2 defibrillators on site (one at the pool and one in the main school entrance lobby).

Toilets

Visitors must only use the adult toilet. Please ask the school office for their location.

Smoking or vaping is **not** permitted in or around the school site.

Mobile Phones

Mobile phones should be on silent and out of sight when in school. No photographs are to be taken without the express permission from the Head or Deputy Headteacher

Security.

Please do not leave doors or windows open which could lead to access by unauthorised people. All visitors must report to reception and sign in on arrival.

Fires

If you discover a fire:

- Proceed to the nearest 'BREAK GLASS' point and activate the alarm by pressing/breaking the glass cover.
- Evacuate the building by the nearest exit. Signs will direct you to the nearest fire exit. Do not stop to gather personal belongings.

On hearing the alarm:

- Everyone should evacuate the building immediately via the nearest signposted exit. The Assembly Point is on the bottom playground furthest from the school building.
- Once assembled await further instructions and do not re-enter the school building until you have been instructed that it is safe to do so.
- There are fire wardens throughout the school who can assist you with evacuation. Please listen to and act upon their instructions.
- If in the swimming pool, the assembly point is at the back of the field; the furthest point away from the pool.

Lockdown

If there is an external risk at all in school you will be notified by a continuous whistle and radio notification. Clear instructions will be given about remaining where you are and awaiting updates. Any member of staff will be able to support and advise in the event of a lockdown.

Children

Please ensure that any children who are brought on school site, not on roll at the school, are supervised at all times. The school cannot accept liability for children injured whilst on school site. Children visiting the school with parents/carers remain your responsibility at all times.

Personal Belongings

Please keep bags and personal belongings with you at all times, unless they are stored in agreement with a member of staff. This includes laptops, briefcases and paperwork, particularly that of a sensitive/confidential nature.

Refreshments

As a visitor/volunteer you are welcome to join us in the staff room at break times where free tea and coffee is available. If walking around the school site, please ensure you drink it in a screw lid cup.

Confidentiality

Whilst in school, anything you see or hear that relates to children, families and staff remains confidential and must not be repeated to anyone outside of school.

We hope you have a very happy and fulfilling time at Mill Rythe Junior School. If you have any questions, or are not sure about anything during the school day, please don't hesitate to ask the office staff, the Headteacher or another member of staff, who will be happy to help you.