

## Key School Contacts

Headteacher

### Designated Safeguarding Lead

Mr Nelson - Smith

### Deputy Safeguarding Lead

Miss Mathews / Ms Synott

SENDCo

Amanda Seymour

### Chair Of Governing Body

Mrs Catherine Hayden



## Governor Responsible for Safeguarding

Mrs Sharon Jordain / Mr Authur  
Lucas

## Accidents

The class teacher should be informed and advice sought from our first aid practitioners. 'Bump notes' should be given to a child where necessary so that parents are fully informed. Accidents must be reported to the main school office.

## Fire Alarm

If the fire alarm sounds, please make your way out of the building calmly and promptly by following the green **FIRE EXIT** signs. Everyone should congregate on the school playground where all persons will be accounted for. **DO NOT** enter the building again unless you are informed by a member of staff that it is safe to do so.

Please remember to sign out and return your visitors badge to the main school office before leaving the premises, even if you are due to return to the school again on the same day.

## Welcome To Brixham Church of England Primary School

Telephone: 01803 882575

Information  
for Visitors and  
Volunteers

## Welcome to Brixham Church of England Primary School.

We hope that your visit is a comfortable and enjoyable experience. Brixham C of E Primary School recognises and promotes its responsibilities for Child Protection and Health & Safety.

### CHILD PROTECTION

All staff and visitors have a responsibility to help identify young people who are at risk of significant harm and in need of protection.

### WHO DO I REPORT A CONCERN TO?

If you identify a **Child Protection** or **Safeguarding** concern you must report it to the **class teacher** or **Mr Nelson - Smith** as soon as possible. Safeguarding young people is a sensitive and difficult area and requires cooperation and discretion. Good lines of communication **MUST** be shared with the Safeguarding team as soon as possible. If the concern relates to a member of staff you should report to **Mr Nelson - Smith** or if need be the Safeguarding Governor, **Mrs Sharon Jordain** or **Mr Arthur Lucas**.

### HOW DO I REPORT A CONCERN?

A child may choose to share child protection concerns with you. It is important that the child's voice is heard and recorded. You should record your conversations yourself if you are able to, on the online **CPOMS** system. All class teachers will be able to support you with this and will be able to show you how **CPOMS** works at Collaton. It may be that you refer the incident to them or the designated leads to refer on **CPOMS**.

You should listen to the young person at an appropriate time; try to record word for word what they have disclosed. Please be **factual** and remember to state:

- The name of the child
- The date and time of disclosure.
- Details of the disclosure.
- The author's name, signature and date.
- Remember your statement could be used as evidence.

If a child discloses a concern with you, **DO NOT QUESTION FURTHER OR INVESTIGATE.**

### SAFEGUARDING OUR CHILDREN

Our children take very good care of each other and incidents of bullying or harm are very rare. However if you see or hear a child harming another child physically or emotionally you should complete a '**Child Causing Harm**' report sheet (available from class teachers). This will then be acted upon by a class teacher and may involve the support of a member of the Senior Leadership team.

### SAFE WORKING WITHIN BRIXHAM C OF E:

- Provide a good example and be a positive role model by being respectful, fair and considerate to all.
- Treat all children equally - never build a 'special relationship' or favour a particular child above all others.
- Ensure that when working with individual children, that the door is left open, or that you can be visible to others.
- Do not photograph children (unless requested by the school staff) exchange emails, text messages, and phone numbers or give out your own personal details.
- Only touch children for professional reasons and when this is necessary and appropriate for the child's well-being. and safety.