

What to do if you hear the fire alarm

- If you are in a classroom with staff and children follow their evacuation procedures
- If you're not in a classroom, make your way to the nearest exit, move away from the school building. Make yourself known to a member of staff
- Do not re-enter the building unless you've been told it is safe to do so by one of the schools fire marshalls

What to do if you hear 3 sharp blasts of a whistle

- 3 sharps blasts of a whistle indicates a lockdown. For example, if there is an intruder on site
- If you're in a classroom, follow their lockdown procedures
- If you're in a corridor, very quickly make your way to the nearest room. If the room is occupied follow their lockdown procedures. If the room is empty, close the door, pull down any blinds, sit on the floor away from any windows
- If you're outside, very quickly enter the Burrows classroom, which is the green building at the rear of the playground or the Forest School area at the rear of the field, whichever is nearest

What to do if first aid is required

- All staff are first aid trained so please don't hesitate to approach any member of staff for first aid.
- Some members of staff have additional first aid training and are qualified paediatric first aiders. There are posters in school displaying who is a paediatric first aider.



Safeguarding Guide

CONTACT US

Stoughton Infant and Nursery School
Stoughton Road
Guildford
Surrey
GU2 9ZT

01483 504172

Safeguarding Email:
DSL@stoughton.surrey.sch.uk
Office Email:
Infants@stoughton.surrey.sch.uk

Safeguarding at Stoughton

We are committed to safeguarding and promoting the welfare of children. As such we expect all staff, volunteers and visitors to share this common commitment.

Safeguarding Team



Sarah Carrington
DSL



Claire Marrow
Deputy DSL



Melissa Chapman
Deputy DSL



Rebecca Selmes
Deputy DSL

Visitors

A warm welcome to Stoughton Infants.

Please be mindful that all visitors:

- will be greeted by a member of staff at the school office
- will be asked for some identification
- will be asked to read and adhere to the safeguarding statement
- sign in the visitors book
- wear a visitor's lanyard at all times
- must not take photographs whilst on the school site
- must not use mobile phones without prior agreement
- sign out when leaving the school site

Types of Abuse and Harm

Physical – Any action that causes physical harm to a child. It may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Sexual – Involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence. The child may or may not be aware of what is happening.

Emotional – The persistent emotional maltreatment of a child that causes adverse effects on the child's emotional development. They may be made to feel worthless, inadequate, unloved. They may be denied love, care and/or affection. They may be deliberately scared or put down.

Neglect – The persistent failure to meet a child's basic physical, emotional and/or psychological needs. This is likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance misuse.

What to do if you're concerned about a child during your visit

- Please ask to speak to a DSL
- Please don't leave without discussing your concern

What to do if you're concerned about a member of staff's conduct

- Please ask to speak to the Headteacher
- Please don't leave without discussing your concern

What to do if a child discloses something of concern to you

- React calmly, show them that you care, be compassionate and understanding
- Listen carefully to the child, respect pauses, letting the child go at their own pace and don't ask leading questions
- Do not promise confidentiality, explain to the child that you will need to tell someone so they can help to keep them safe
- Share the disclosure with a DSL

Useful Contacts

Surrey Children's Services (C-SPA) – 0300 470 9100
cspa@surreycc.gov.uk

NSPCC – 0808 800 5000
help@nspcc.org.uk

Lucy Faithful Foundation – 0808 1000 900
contact@lucyfaithfull.org.uk

Childline – 0800 1111
childline.org.uk

Safeguarding is everyone's business!