

What to do if you hear the fire alarm.

- If you're in a classroom with staff and children follow the 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 sharp blasts of a whistle indicates a lockdown. For example, 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, and 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 the school displaying who is a paediatric first aider.



CONTACT US

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Safeguarding Email:
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Office Email:
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Safeguarding Guide

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



Rachael Pollard DSL



Claire Marrow Deputy DSL



Sarah Carrington Deputy DSL

**Safeguarding is
everyone's business!**

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
- Will sign the visitors book
- Will wear a visitors lanyard at all times
- Must not take photographs whilst on the school site
- Must not use mobile phones without prior agreement
- Will 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 a 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
scpa@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