

Security

Please keep briefcases, laptops and bags etc. with you at all times whilst on site. Keep personal belongings and paperwork safe.

- ❖ Visitors are advised not to leave valuables in their car.
- ❖ Vehicles are parked on school site at your own risk.
- ❖ The school is not to be held responsible for any loss or damage to personal property

Mobile Phones

Mobile phones should not be used in and around the school site. Should you need to make or take a call, please do so in the school office area.

Smoking

New Milton Junior School operates a non-smoking policy, this includes the grounds as well as the building.

*Remember ...
If in doubt, ask.*



Who to contact in our school

If in doubt, talk to someone...

Senior Safeguarding Lead

Mr. K Geary, Head Teacher

Safeguarding Deputies

Mrs. E Grinyer, Deputy Head
Mr. T Chappell, SENCo & Inclusions Lead
Mrs. C Weston, Family Support Worker

Safeguarding Governor

Mrs. Anne Pritchard

**REMEMBER, KEEPING OUR CHILDREN
SAFE IS YOUR RESPONSIBILITY TOO!**

Contact

New Milton Junior School
Old Milton Road
New Milton
BH25 6DS

Tel: 01425 614633

admin@nmjs.hants.sch.uk

A complete list of staff and governors can be found on our website at www.newmiltonjuniorschool.co.uk

New Milton Junior School



A Guide to

Keeping Children

Safe when Visiting

Our School

Welcome to our school

We welcome visitors to New Milton Junior School

Our priority is to ensure our school remains a safe place for children, staff and all other members of our school community.

Visitors to the school should sign in at the office where you will be given a visitor's badge which you should wear while in school. Please sign out when leaving.

We ensure that all adults who work or volunteer in our school are subject to the appropriate security and appointment checks including Disclosure and Barring System (DBS) checks.

If you have any concerns, we will always listen to them and seek to address them in line with our complaints policy

What is safeguarding?

Visitors coming on to school premises, including the playground, have a duty of care towards the welfare and safety of the children and adults in the school. This is called safeguarding.

Safeguarding means that:

- ❖ children are protected from maltreatment
- ❖ a child's health or development is protected
- ❖ children grow up with safe and effective care
- ❖ action is taken to ensure the best outcomes for all children

Safeguarding is the action we take to promote the welfare of children in our care to protect them from harm. **We take this responsibility very seriously.**

Code of Conduct

Remember:

- ❖ to sign in and out and collect a visitor's badge
- ❖ be a positive role model, including speaking appropriately to children and without holding personal opinions.
- ❖ dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing
- ❖ treat all members of the school community with respect and tolerance
- ❖ respect children's privacy and dignity
- ❖ ensure you are visible by a member of staff if you are with children
- ❖ always be able to justify any physical contact you have with a young person
- ❖ always report any situations that arise that may cause concern
- ❖ ensure that you maintain high levels of confidentiality

Never:

- ❖ photograph a child without the school's permission
- ❖ never use your phone in areas used by children
- ❖ ignore inappropriate behaviour towards children whether by adults or other children
- ❖ meet a child out of school context or give out any personal details to children e.g. phone number / email address
- ❖ discuss the school, its pupils or staff on social media (confidentiality)
- ❖ make inappropriate comments about children or adults
- ❖ give gifts to a child (unless it has been agreed) or show preferential treatment

Child Protection

This is the process of protecting children who may be suffering from, or at risk of, significant harm. This includes physical abuse, sexual abuse, neglect and emotional harm.

Child protection promotes the rights and welfare of all our children. If a child tells you something, keep calm, listen, do not question and never make any promises. If you have concerns, or if a child discloses something to you, please inform Mr. Geary or Mrs. Grinyer immediately.

Fire and Emergency

If you discover a fire, sound the alarm and ring 999

On hearing the alarm exit by the nearest fire exit and make your way round the building to the playground at the front of the school. If you are responsible for children, make sure they leave the school immediately.

First Aid

A number of our staff members are trained first aiders. If you or a child needs assistance, please inform a member of staff. Visitors should not treat children unless permission has been given. In an emergency do not hesitate to call 999 for an ambulance.

Health and Safety

If you have a concern, please inform a member of staff who will pass it on to the responsible person.