

What to do if a child chooses to talk to you about a concern:

- Do not make promises to keep information secret.
- Always take what a child says seriously
- Listen but do not probe or ask any leading questions
- Record what has been said including: date, time, what has been said in the child's words and any concerns you may have.
- Sign the account and ask to speak to the Designated Safeguarding Lead who will inform the relevant agencies.
- Do not investigate any safeguarding concerns yourself as this may put the child or yourself at risk.

First Aid

Contact the school office or ask a member of staff if a First Aider is required.

Safeguarding and Safety is everyone's responsibility

- If you notice a safety issue on site please notify the school office for action.
- Be aware of visitors who appear to have no business on the premises. Do not hesitate to question them to ensure their business is legitimate.
- If a visitor is not wearing a visitor badge please escort to office.
- If you are unsure if a visitor should be supervised always check with the office.
- Observe Health and Safety Regulations.

Berwick Hills Primary School

Westerdale Road
Middlesbrough
TS37HH

Phone: 01642245598

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Berwick Hills Primary School

Safeguarding and Safety Information Leaflet



This information leaflet is intended for all adults who come into contact with children and young people

We are committed to the safeguarding of all children, staff and visitors

Tel. 01642 245598

Berwick Hills Child Protection and Care Team

- Miss Tessa Smith: Headteacher
- Mrs Parker-Hack: Deputy Head, **Designated Safeguarding Lead**, SENDCO (Special Educational Needs and Disabilities Co-ordinator) and the designated teacher for Child Protection and Children Looked After
- Miss Paula Davidson: Families Services Lead, **Deputy Designated Safeguarding Lead**
- Miss Helen McConnachie: Parent Support Advisor, **Deputy Designated Safeguarding Lead**
- Mrs Sara Dawson: Emotional and Behaviour Support
- Nichola: CATs Counsellor
- Mrs Hayley Hughes: EYFS Team Leader
- Miss Christine Close: KS1 Team Leader
- Mrs Rebecca Taylor: Upper KS2 Team Leader
- Mrs Louise Wootten: Lower KS2 Team Leader
- Mr Ian Mawson: Governor for safeguarding.

Mrs L Bostock– Health and Safety Officer

If you have any concerns about a child please ask to speak to one of the Designated Safeguarding Leads: Mrs Jane Parker-Hack, Miss Paula Davidson, or Miss Helen McConnachie.

- All visitors must sign in and wear a visitors badge whilst on the premises.
- Mobile phones must not be used and please ensure it is turned off.
- Do not take any photographs without prior consent.
- Report any visitor that you see taking photos of children to the school office.

Fire

The alarm is a continuous bell. If in the event of a fire or when the fire alarm sounds, please leave the building by the nearest exit and congregate at the assembly point on the amphitheatre on the playground.

Concerns about staff

If you are concerned about the conduct of a member of staff please inform the Head teacher (Miss Tessa Smith).

The headteacher will follow procedures and refer the matter to the Local Authority Children's Social Care Services and a Lead Authority Designated Office (LADO) will co-ordinate any future actions. If the concern is about the headteacher, you may contact the Chair of Governors through the school office.

Headteacher: Miss Tessa Smith

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