

---

## Welcome to our school

**We welcome all visitors to St James' RC Primary School.**

Our priority is to ensure our school remains a safe place for children, staff and all other members of the 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 remember to sign out when leaving.

We ensure that all adults who work or volunteer at 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.

### Further Information

You can find the full Safeguarding, Child Protection, E-Safety and other policies on our school website at:

<http://www.stjamesprimarypettswood.co.uk/>

The school also includes a section on safeguarding in the weekly newsletter and a page of useful safeguarding information and links on our website.

---

## Who to contact in our school

**If in doubt, talk to someone ....**

**Senior Safeguarding Lead**  
Mrs L Weeks, Head Teacher

**Safeguarding Deputy**  
Mrs M Wilson, Deputy Head Teacher

**E-Safety Lead and SENCO**  
Miss E Atkinson, SENCO  
Mrs J Richards, (Acting SENCO)

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

## Contact Information

**St James' RC Primary School**  
Maybury Close,  
Petts Wood,  
Kent  
BR5 1BL

**Tel:** 0208 467 8167

**[general.info@st-james.bromley.sch.uk](mailto:general.info@st-james.bromley.sch.uk)**

**A complete list of staff and governors can be found on our website.**

---

# St James' RC Primary School



A Guide to  
keeping children  
safe when visiting  
our school.

Phone: 0208 467 8167

---

Email: [general.info@st-james.bromley.sch.uk](mailto:general.info@st-james.bromley.sch.uk)

## What is safeguarding?



Visitors coming on to school premises, including the playground, have a duty of care to wards 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.**

## 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.

Children protection promotes the rights and welfare of all our children. If a child tells you something, keep calm, listen, do not question, never make any promises. If you have concerns, or if a children discloses something to you, information Mrs Weeks or Mrs Wilson immediately.

## Code of Conduct



### Remember:

- to sign in and collect a visitor's badge.
- be a positive role model.
- 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
- always be able to justify any physical contact you have with a young person.
- always report any situations that arise that may cause concern.
- be aware of the need for confidentiality where appropriate.

### Never:

- photograph a child without the school's permission.
- never use your mobile phone in areas where children are present.
- ignore inappropriate behaviours towards children whether by adults or other children.
- share personal details with a children, including ex pupils under the age of 18.
- meet a child out of school context.
- discuss the school, its pupils or staff on social media
- make inappropriate comments about children or adults.
- give gifts to a child (unless it has been agreed) or show preferential treatment.

## E-Safety



Before using the internet, school network or IT equipment you will be asked to read and sign an acceptable use agreement which is designed to ensure that all adults working in school are aware of their individual responsibilities. The terms of this agreement should be followed at all times.

## Fire and Emergency

If you discover a fire, sound the alarm and telephone 999.

On hearing the alarm exit by the nearest fire exit and make your way to the muster point on the Key Stage 2 playground. If you are responsible for children, make sure they leave the school immediately.

## Health and Safety

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

## First Aid

Many 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.