

We strive to keep **everyone** safe.

*As a visitor at Burlington Junior School, you have a responsibility to care for your own and for others health and safety.*

### Health & Safety at ourschool:

- **Trained first aiders** include support staff and office staff. There are designated First Aid points. If you need First Aid assistance please ask a member of staff.
- The **Fire Bell** rings continuously in the event of a fire. Please leave via your nearest fire exit and take any child you are working with straight to the arena and inform a member of staff to locate the child's class.
- An intermittent bell is a signal for lockdown. Close all doors, turn off lights and keep away from windows.
- The school cannot be held responsible for any personal belongings whilst you are in school. Please take care of all **valuables**.
- The school has a NO smoking policy.
- Children should **not** be given unsupervised access to the internet.

Thank you for your time and support.  
It is greatly appreciated by all Burlington Junior School staff.

## Burlington Junior School

Burlington Road  
New Malden KT3 4LT  
020 8942 2687

[admin@bjs.rbksch.org](mailto:admin@bjs.rbksch.org)

School website:

[www.burlingtonj.kingston.sch.uk](http://www.burlingtonj.kingston.sch.uk)

## Visitor Information



Thank you for volunteering to help at Burlington Junior School. We want our school to be open and welcoming to all who would like to support our children. This leaflet contains information for you, about your safety and your responsibility to keep others safe, to help ensure your time here is a pleasant experience.

### All visitors must:

- ❖ Sign in on entry to the school.
- ❖ Wear a visitor badge
- ❖ Sign out on leaving the school.
- ❖ Abide by our Safeguarding Policy.
- ❖ Maintain confidentiality and **not** pass on **any information** obtained on their visit.
- ❖ **Regular visitors** should complete a DBS and share their DBS form with the office team

## Code of Conduct:

This [code of conduct](#) covers all adults working or volunteering in Burlington Junior School.

### You should always:

- **Behave in a manner which upholds our behaviour principles: ready, respectful and safe.**
- **Be a 'positive role model' by behaving in a mature, respectful, fair and considerate manner.**
- **Treat all children equally: never favour one particular child or a group of children, or build 'special relationships' with individual children.**
- **Avoid using mobile phones on site, other than in an emergency. Please do not take photographs.**
- **Please do not use the staffroom. Your teacher will be happy to provide you with refreshments.**

We believe in positive behaviour management with clear rewards and sanctions in line with our behaviour policy.

**You should never behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to work with other people's children.**

Report to the class teacher any difficulties with behaviour.

Report to the Head Teacher, Mrs Utting:






- Any behaviour or situation which may give rise to an allegation or misunderstanding regarding yourself or another adult
- Any behaviour of another adult in the school which gives you cause for concern regarding a breach of this code of conductor gives rise to safeguarding concerns.

If you wish to report concerns once you have left the building, please phone the school on 020 8942 2687.

## Reporting Concerns

If you have concerns and think a child is in need, suffering or likely to suffer significant harm you **MUST** do the following:

1. Make a note of what you have seen or been told, giving time, date and your name.
2. Don't make assumptions – keep an open mind.
3. Do not question the child.
4. Do not physically examine the child.
5. Do not promise to keep secrets.
6. Be discreet- do not say anything that may place the child or yourself at risk.
7. Act quickly and share information with the designated safeguarding leads.
8. If the disclosure or concern relates to a member of staff this must be shared ASAP with the Head teacher and nothing should be said to the member of staff.

	<b>Mrs C Case</b> Assistant Head/SENCO Deputy Safeguarding Lead
	<b>Mr M Blow</b> Deputy Head Deputy Safeguarding Lead
	<b>Mrs P Utting</b> Head Teacher Designated Safeguarding Lead
	<b>Miss L Duncombe</b> Assistant SENCO Deputy Safeguarding Lead
	<b>Ms D Capon</b> Family Liaison Officer Deputy Safeguarding Lead

## Confidentiality & Safeguarding

Occasionally in school you may become aware of information about children which is private and confidential to their families. This is a delicate matter and requires tact on your part. It is very important to treat anything you hear or see in school in regard to families as being in absolute confidence and entirely a matter for the school. Any information **MUST NOT** be discussed outside school. Please see *the Child Protection & Safeguarding policy on the school website* for clarification.

Young people can be abused physically, sexually, emotionally and through neglect. Helping families at an early stage can prevent abuse. **IF you have concerns about a child's safety, NEVER keep it to yourself. Please inform a member of school staff.**

**Child Protection** - Visitors are **not** allowed to do the following:

- Take responsibility for the whole class or part of a class without staff supervision.
- Take pupils off site without a member of school staff.
- Deal with challenging behaviour.
- Be out of sight of a member of staff or alone with a child or group.
- Physically restrain a child.

**Data Protection** - Photography, analogue or digital recording in any form will only be permitted at the discretion of the Head Teacher. This is to comply with the Data Protection Act, preserve copyright or maintain confidentiality.