

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 our school:

- **Trained first aiders** include support staff and office staff. 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 playground for your year group 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 or vaping policy
- Children should **not** be given unsupervised access to the internet.
- Please do not use your phone on site.

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@burlingtonjunior.org

School website:

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 it 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.**
- **Staff will be happy to provide you with refreshments in a staff area.**

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 person to question your conduct, intentions or suitability to work with other people's children.

Please report to the class teacher any difficulties with behaviour.

Report to the Head Teacher, Mrs Utting or Mr Blow the Deputy Head:

- 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 conduct 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 beentold, 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 placethe 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 memberof staff this must be shared ASAP with the Head Teacher or Deputy Head Teacher and nothing should be said to the member of staff.

	Mrs P Utting Head Teacher Designated Safeguarding Lead
	Mr M Blow Deputy Head Deputy Safeguarding Lead
	Mrs C Case Assistant Head/SENCO Deputy Safeguarding Lead
	Mrs N Yendole Assistant Head Deputy Safeguarding Lead
	Miss L Duncombe Assistant SENCO Deputy Safeguarding Lead
	Ms D Capon 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.