

**Staff Conduct:**

If you are concerned about the conduct of a member of staff or any other adult (including any low level concerns), following an observation or disclosure, then you must: Immediately inform the Headteacher. In their absence, inform Sarah Sanson. They will refer to the LADO.

**Fire/Emergency Procedures**

Any person discovering a fire must: Operate the nearest fire alarm. (The fire service will be called immediately by dialling "999" using the nearest telephone, when appropriate) On hearing the fire signal: When in class the order to evacuate will be given by the teacher, who will indicate the route to be followed. When not in class form a single file and move by the most direct route to the place of assembly. At all times act quietly and calmly. Do not stop to collect your personal belongings. The place of assembly is: the playground.

**First Aid:** If a child requires first aid assistance when in school please contact one of the first aid team: most teachers and Tas are first aid trained.

**Evacuation Plan in event of an intruder:**

Any person discovering an intruder in school should immediately make the Head Teacher aware. The Head Teacher to contact the Police immediately by dialling "999" using the nearest telephone. Do not attempt to engage with the intruder. Once aware of an intruder alert: remain calm and reassure all pupils whilst escorting them to the nearest classroom. Close all blinds, close any doors, all children to sit down on the floor in centre of classroom (lockdown procedure)

Play Ground/Playing field instructions: Calmly and quickly escort the pupils away from the school buildings. Do not attempt to come into the school. Assemble by the car park gate and raise the alarm with a member of the public where possible.

**Evacuation Plan in event of any person discovering a bomb/receiving a call** advising of an incendiary device on the school grounds you should: Ring the bell for 5 seconds (located in the office). Contact the Police immediately by dialling "999" using the nearest telephone. Do not attempt to move or tamper with the device in any way. When in class the order to evacuate will be given by class teacher, who will indicate the route to be followed. When not in class form single file and move by the most direct route to the place of assembly. At all times act quietly and calmly. Do not stop to collect your personal belongings.

Assembly point: the football field.

**Safeguarding Guide for  
Polperro Primary Academy**

Address: Brentfields, Looe PL13 2JJ  
Contact number: 01503 272249  
Email:  
secretary@polperroprimary.co.uk

Welcome to Polperro Primary Academy. We are committed to safeguarding and promoting the welfare of children. As such we expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. It gives information about our Safeguarding and Emergency Procedures. Please keep the leaflet in a safe place so that you can read it again if you need to. We hope you enjoy your time at our school.

No one visiting or working at our school has the right to disseminate extremist views. We follow the Government's Prevent strategy which covers all types of terrorism and extremism, including the extreme right wing, violent Islamist groups and other causes.

**Keeping ourselves safe.** All visitors must sign in at Reception on arrival. Visitors will be issued with a badge that must be worn and visible at all times. Visitors are asked to read this leaflet in full on arrival on their first visit.

Visitors should remain in Reception until under the supervision of a designated member of staff. Please switch off your mobile phones/smart technology and do not use whilst in sight of children - only in the staffroom/office. Photographs are not to be taken unless by prior agreement.

Be a good role model to our children by being respectful, fair and considerate of others. Remember children may interpret your words/actions differently. Report to staff any unacceptable behaviour. When working with a child ensure you are visible to others. All visitors must sign out at Reception. Our regular volunteers, staff and governors have a valid DBS check and wear an identity badge.

**If you feel that a child may be at risk of harm but are not sure, then inform one of our Safeguarding Team immediately:**

Our Designated Safeguarding Lead is:

Mrs Anthea Hillman

Our Deputy Safeguarding Lead is:

Mrs Sarah Visick

Our Trust Safeguarding Lead is Sarah Sanson (01208 503103)

They will offer advice and take appropriate action.

A copy of the school Safeguarding policy is on our website

**REMEMBER... if in doubt... ask. Please do not leave our school without telling someone.**

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background ability or disability. We all have a responsibility to keep children safe, both at home and in school.

Physical Abuse This can involve hitting, shaking, throwing, poisoning, burning or otherwise causing physical harm to a child. It may also include fabricating symptoms or deliberately causing ill health to a child.

The child may present with an unexplained injury, a delay in hospital presentation, inconsistency in the history given, any injuries or bruises in a non-mobile infant or child.

Emotional Abuse This can involve mistreating a child by persistently telling them they are unloved or inadequate, causing severe and persistent adverse effects on their self-esteem, wellbeing and development. There is some emotional abuse in all forms of abuse.

Child Sexual Abuse (CSA) / Child Sexual Exploitation (CSE) Forcing/enticing a child to take part in sexual activities, including non-contact, whether or not the child is aware of what is happening. Possible indicators may include: pregnancy or STIs in a child under 13, developmentally inappropriate sexualised behaviour, repeated urinary infections etc.

CSE is a form of child sexual abuse. The particular characteristics are an imbalance of power to coerce, manipulate or deceive a child or young person under 18 into sexual activity, in exchange for something the victim needs or wants, for financial gain or increased status of the perpetrator. The victim may have been sexually exploited even if the sexual activity appears consensual. It is never the victim's fault.

Neglect Persistent failure to meet a child's basic physical or emotional needs which is likely to result in the serious impairment in the child's health or development. This may include: children not brought to appointments or repeated cancelled appointments for medical care.

Mental health problems can be a sign that a child is experiencing abuse.

If a child discloses they might be subject to abuse, **react calmly**. Listen carefully to the child, particularly what is said spontaneously. Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety. Only trained investigators should question a child. Reassure the child that they are doing the right thing. Record carefully, what the child says in their own words including how and when the account was given. This must then be dated and signed and immediately passed to one of the Safeguarding Team.

**It is not your responsibility to investigate child abuse.**

Multi-Agency Referral Unit-  
0300 12311116

NSPCC- 0808 800 5000

Devon and Cornwall Police - 101

Emergency Services - 999

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