

Fire & Emergency procedures

In case of a fire alarm-continuous sounding alarm:

- Leave your belongings.
- Walk to the nearest exit.
- Gather on the **PLAYGROUND** with the rest of the school.
- Do not re-enter the school until clearance is given.

If you discover a fire please sound the nearest alarm immediately.

In-Situ Lockdown - notified directly to classes by SLT

- Remain in room or proceed to nearest classroom.
- Lock door by turning lock.

Site Safety

- All members of staff are aware of their responsibilities to report health and safety concerns to the site manager or school office immediately. We ask visitors to do the same.
- There is an accident and behaviour logging system with evidence of action taken and impact of action.
- Risk assessments are carried out regularly and communicated to pupils and staff.
- Matt Rooke is the designated Health & Safety Governor.

Let's Work Together

This leaflet outlines how we as a school and a community intend to keep our children safe.

The policies and guidelines are not intended to alienate parents/carers or visitors but ensure that the children in our school are safe at all times.

For more information on any aspects of this leaflet please contact our Headteacher Mr Richard Catchpole or the school office who can offer support to contact the appropriate member of staff.

Office opening hours for general enquiries are:

8.30am to 4.30pm Monday to Friday

Phone: 01483 417302

E-mail: admin@busbridge-junior.surrey.sch.uk

**Busbridge CE (Aided) Junior School
Brighton Road
Godalming
Surrey GU71XA**



Cherish Challenge

Version September 2026



**BUSBRIDGE CE (AIDED)
JUNIOR SCHOOL**

Cherish Challenge

Safeguarding Information for Visitors on the School Site including parents, carers, volunteers and contractors

Busbridge CE Junior School and the Governing Body are committed to safeguarding and promoting the welfare of children, and expect all staff, volunteers, visitors, parents and carers to share this commitment as outlined in this leaflet.

For further information, or if you are concerned about a child's welfare, please speak to our:

Designated Safeguarding Leads (DSL) -

R. Catchpole (Head) R. Barker (Deputy),
J. McPhail (After School Club Lead)

Our Safeguarding Governors are:

Debbie Baker, Amy Watson

Mobile Phone Use on School Site



Mobile phones should be used away from the children. Please go to the school office or ask a senior member of staff for an appropriate place to make any phone calls.

Welcome to our school.

Adults visiting or working on a school site play an important role in the life of a school, whether helping to maintain the building or visiting as part of the school's wider community.

Thank you for the important part you play.

Important information for you

The following policies are linked to the information contained in this leaflet and are available on our school website:

Child Protection & Safeguarding,
Safer Recruitment,
Health & Safety, Anti Bullying,
E-Safety, and Whistle Blowing

Safeguarding.....Keeping who safe?

We can all play a part in keeping children safe whilst working on or visiting a school site. This is whether you are directly employed by the school, working as a contractor or sub-contractor, or if you are helping as a volunteer or a parent/carer.

We must also take steps to keep ourselves safe.

Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on our school site, whatever your job.

Keeping children safe is covered by Government Guidance (**DfE Keeping Children Safe in Education 2026**) which is available to read on our school website in our Policies section, www.busbridge-junior.surrey.sch.uk or request a copy from the school office.



Please Do Not...

- instigate verbal or physical contact with pupils (this applies both on and off site) unless it is appropriate and part of an agreed reason for your visit.

- accept or respond to physical / verbal abuse or inappropriate verbal / physical contact from a pupil. If this occurs, or you have any other concerns about pupil behaviour then **report it immediately** to our Headteacher, Deputy Headteacher or to someone in the school office.

- give any personal information to any pupil, for example your name, address, telephone or mobile number or email address, this includes access to your social networking site.

- accept or respond to a pupil attempting to give you personal information, for example their name, address, telephone or mobile number, email address or access to a social networking site.

Please Also Note...

All visitors must press the call button on the entry gate and report to the main reception upon entering the school premises.

Visitors must sign in with ID at the school office, and wear a visitor's lanyard whilst on site.



Smoking is not permitted on our school site.



Only work-related photos must be taken. Please ask permission before taking them. They must not feature any children

Please Do....

- ensure that you are dressed appropriately for the task that you are undertaking and for the school environment.

- follow the fire and emergency procedures shown on your lanyard.

- be responsible for using your tools and equipment safely. They must never be left unattended.

- use appropriate language in and around the school.

- use the adult toilets located next to the main school office: **please do not use the children's toilets.**

- report any unacceptable behaviour from a pupil.

- maintain pupil confidentiality by not discussing a child's behaviour or academic ability with adults other than the class teacher, office staff or school leadership.

Report any concerns to our Designated Safeguarding Leads or the school office.

Be aware that some verbal interaction with pupils may be interpreted by them as offensive or as harassment, even if this was not your intention.

REMEMBER...

Be aware that contact made outside of school environment as a result of you coming into contact with a child whilst you are on a school site is not appropriate.

To keep yourself safe from possible allegations please follow the advice in this leaflet.