

## EMERGENCY PROCEDURES:

### Fire Alarm:

Please be aware of where the nearest fire exit is . In the event that the fire alarm does go off, please make your way directly to the school field with any children you are working with.

### Chameleon Drill (Lockdown):

You may be alerted that we have an intruder in the school . If this happens the whole school will proceed to our lock down procedure known as "Chameleon Drill". If this happens please make your way directly to the nearest class room and lockdown.



## Safeguarding Team

### The Designated Safeguarding Lead (DSL) is:

Mrs Suzie Featherstone-Wright  
(Headteacher)



### The Deputy Designated Safeguarding Lead (DSL) is:

Mrs Kerry Mistry  
(Deputy Headteacher)



### DSL safeguarding Team

Mrs Philippa Brazell  
(Sendco, inclusion manager)



Mrs Sharon Cox  
(Family Support)



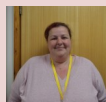
Mrs Nicola Ross  
(Assistant Head Upper KS2)



Mrs Katherine Taplin  
(Assistant Head KS2)



Mrs Lizz Gray  
(ELSA)



### Safeguarding Governor

Mrs Jane Roylance

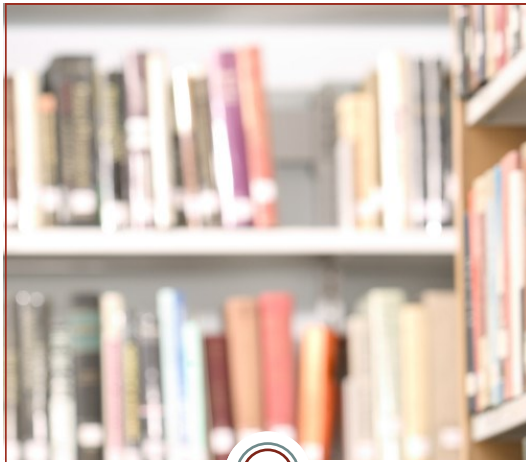
Binfield Primary School  
Benetfeld Road  
Bracknell RG42 4EW



## Binfield C.E. Primary School (V.A.) Safeguarding Induction for Volunteers

**Safeguarding is everyone's  
responsibility**

This quick guide will provide you  
with the basic information you will  
need as a volunteer



## When and what might be a concern.

During your time volunteering at Binfield Primary school, you may see or hear something that makes you become concerned about a child's wellbeing.

A child may share information with you which may lead you to believe that they are experiencing harm.

The main types of safeguarding concerns are:

Emotional Abuse

Physical Abuse

Sexual Abuse

Neglect

## What to do if you are concerned about a child or a child makes an allegation to you.

Listen carefully to what is being said and do not interrupt the child.

Do not ask leading questions

Do not make any promises but reassure the child they've done the right thing.

Make a note of exactly what the child shared in their words— or your concerns.

Share with the class teacher or a member of the Safeguarding team

Do not share with anyone else in or out of school

## What if you are concerned about a member of staff's conduct.

Any concerns about a member of staff's conduct should be referred to the Head Teacher and not discussed with anyone else in or out of school. If you have concerns about the conduct of the Head Teacher this should be referred to the Chair of the Governing Body.

## OTHER IMPORTANT INFORMATION

At Binfield Primary school we expect a high level of conduct from both children and adults and as such expect you to behave in a professional manner at all times too.

Mobile phones, along with personal belongings, should be given to the class teacher to store securely in the class room cupboard.

There may be many reasons for the behaviours that you may witness from children in class. We ask that you do not try to manage these yourself and pass them on to the class room staff to deal with.

We ask that you respect confidentiality whilst volunteering in our school. You should not share.

