

## Thameside Primary Emergency Procedures

### Fire Alarm

In the event of the fire alarm sounding please leave the school buildings by the nearest fire escape route and assemble on the playground.

### Lockdown

**Partial Lockdown Alert to staff:** 'Partial shelter now'

**Full Lockdown Alert to staff:** 'Full shelter now'

In the event of a lockdown alert, stay indoors, in the room/classroom that you are in. If you are outside when the alert is raised, make your way to the nearest classroom or hall.

An e-mail will be sent to 'All Staff' giving instructions as to what to do – please ensure this is checked and not on the screen for the children to read. It is therefore important that a computer is always logged on (and e-mail accounts opened) during teaching sessions. Internal phones or mobiles may also be used for communication.

**If you are with children it is important to:**

- \* remain calm
- \* reassure them
- \* remind them to follow your instructions

Thameside Primary is committed to safeguarding and promoting the welfare of young people. We require all staff and volunteers to share this commitment.

This leaflet has been compiled to ensure you understand what is expected of you.

Please ask any of the contacts named in this leaflet if you are unclear about any of the contents. Please keep the leaflet in a safe place for future reference.

If you are worried about the safety of any young person in our school, you must report this to the Designated Safeguarding Lead (DSL), Mrs S Greenaway.



DESIGNATED SAFEGUARDING OFFICER

MRS S GREENAWAY (HEADTEACHER)



MRS I BURTON  
DEPUTY HEAD



MISS C CALVERT  
ASSISTANT HEAD



MRS C HARKINS  
ASSISTANT HEAD



MISS ROSEAMAN  
FAMILY HUB LEAD

#### DESIGNATED DEPUTY SAFEGUARDING OFFICERS

Governor with Safeguarding responsibility:  
Dr Jo Cordy



Thameside Primary School is a Rights Respecting School. Therefore, our Safeguarding policy links to:

**Article 19:** Governments should ensure that children are properly cared for and protect them from violence, abuse and neglect by their parents, or anyone else who looks after them.

**Article 23:** Children who have any kind of disability have the right to special care and support so that they can lead full and independent lives

**Article 24:** Children have the right to good quality health care, safe drinking water, nutritious food, a clean and safe environment, so that they can stay healthy.



All policies can be found on the [school website](#).

Reading schools are part of the [Berkshire West Safeguarding Children Partnership](#)

#### Useful telephone numbers

Children's Action Teams: 0118 937 6570

Children's Social Care, Access and Assessment:  
0118 955 3641

Pan Berkshire Out of Hours Emergency Team:  
01344 786543



Thameside Primary School

Thameside Primary School  
Harley Road, Caversham  
Reading RG4 8DB

Tel: 0118 937 5551 Fax: 0118 937 5552  
Email: [admin@thameside.reading.sch.uk](mailto:admin@thameside.reading.sch.uk)



Thameside  
Primary School

Safeguarding advice  
& safety information  
for staff, visitors,  
contractors and  
volunteers

2025-26



Our **aim** is to provide a safe and secure environment for our pupils, staff, volunteers and visitors. At Thameside, we are committed to safeguarding and meeting the needs of young people. We hope this leaflet will provide some useful advice and information for those working with young people at within our school.

### Security of Pupils, Staff, Volunteers and Visitors

All members of staff are required to wear Thameside Primary identity lanyards at all times. All visitors should report to Reception on arrival and sign the Visitors' Book, showing proof of identity if appropriate. They will then be issued with a visitors' lanyard and door fob which should be worn and visible at all times.

#### Lanyards we issue:

**RED:** no DBS, 1:1 supervision at all times

**AMBER:** no current DBS but has been applied for and personnel risk assessed

**BLACK:** all checks completed

#### What are my responsibilities?

All those who come into contact with young people through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of young people.

#### Disclosure and Barring Service

All staff and regular volunteers will require an Disclosure Barring Service Certificate (DBS). This is to ensure that unsuitable people are prevented from working with young people. If you do not have an DBS certificate, you will not be allowed to work unsupervised with young people.

Externally obtained DBS Certificates are no longer acceptable for newly appointed staff and voluntary helpers. You will be given an DBS Application form before you start working/volunteering at Thameside Primary School Mrs Evans, our Admin Officer. She will provide advice on how to complete the application form and also advise which documentation is necessary for the check to be completed.



## Safeguarding Advice for Staff, Volunteers and

### Visitors

Thameside Primary School has a Safeguarding and Child Protection Policy which is updated annually. This is available to read on our school website. Please ask a member of staff if you would like a paper copy.

All staff and volunteers must have safeguarding training before working with our children.

#### What should I do if I am worried about a pupil?

If you become concerned about:

- comments made by a pupil
- marks or bruising on a pupil
- changes in the pupil's behaviour, demeanour or mental health
- something inappropriate a child has seen online at school or home

Please report these concerns immediately to either the school's Designated Safeguarding Lead (DSL), Sophie Greenaway or the Deputy DSLs (Ingrid Burton, Christina Calvert, Sophie Roseaman or Charlotte Harkins) in her absence. If you are a visitor, please ask to speak to one of them by going to the school office.

#### What should I do if a pupil discloses that s/he is being harmed?

Although the likelihood of this is small, it is important to know what to do in such an eventuality, as young people rarely lie about such matters:

- Listen to what is being said without displaying shock or disbelief; accept what is being said.
- Allow the pupil to talk freely.
- Reassure the pupil, but do not make promises that might not be possible to keep.
- Do not promise confidentiality but explain to the pupil that you have to tell the Designated Safeguarding Lead in order that they can help him/her.
- Do not interrogate the pupil or ask leading questions (use TED).
- Reassure the pupil that it is not their fault.
- Stress that it was the right thing to tell.
- Listen rather than ask direct questions.
- Do not criticise the alleged perpetrator.

**Tell me**

**Explain to me**

**Describe to me**



**Immediately record** details of the disclosure, including whenever possible the exact words or phrases used by the pupil, and give this information to the DSL or Deputy DSL to enable the matter to be dealt with in the most appropriate way. Please ensure you sign and date the record.

**Remember: all children need a voice.** If a child you have concerns about has SEND or does not speak English, then please tell the DSL and the AHT of Inclusion immediately.

**What should I do if the alleged abuser is a member of the school staff?** You should report such allegations to the DSL or the Deputy DSL in their absence.

**What should I do if the alleged abuser is the Headteacher?** You should report such allegations to the Deputy DSL who will notify the Chair of Governors.

#### How do I assure that my behaviour is always appropriate?

- Maintain a professional approach towards pupil wherever and whenever you are in contact with them. Always be careful about physical contact with pupils.
- Social contacts outside school should be kept to a minimum. It is risky to use the same social venues as pupils.
- Volunteers should never be alone and isolated with a pupil.

#### Mobile phones and cameras

· Mobile phones should not be used around the children. Where possible, they should be kept in cupboards and lockers and only used when necessary. They must not be used in class or on the playground when the children are present.

- Staff and volunteers should not use personal equipment to take photos of children. If on a school trip, please ensure that you have a school device such as an ipad to take photos.
- Photos of children should never be stored on personal equipment; they should always be saved on school computers and drives.

**Social media:** As a professional who works with young people, you need to take extra care to ensure that you don't inadvertently make your personal information available to the young people or parents of young people that you work with. This could leave you open to false allegations, misinterpretation, or the possibility of cyber bullying. Do not accept friend requests from any parents or pupils.

Please help us to safeguard the young people in our care by following these guidelines.

Worried about a child?



Speak to someone in green.