Little Hadham
Primary School

Keeping Pupils Safe at Little Hadham

Produced Autumn 2026

It is the responsibility of all adults to ensure the safety and well-being of our pupils. Whether you are a permanent member of staff, a contractor, volunteer helper or a visitor to the school you are accountable for your actions and have a responsibility for the pupils' well-being.

Do:

- Be mindful of the language you use with pupils
- Report any unacceptable behaviour, as soon as possible

Do not:

- Engage in any verbal or physical contact with pupils, unless it is appropriate and part of an agreed reason for your visit
- Give any personal information to pupils, such as email address, phone number etc
- Accept or respond to pupils attempting to share their personal details with you
- Put yourself in a position of vulnerability i.e. unsupervised one-to-one - out of view of others

If a pupil makes a disclosure:

1. Listen: listen carefully to what is being said, please do not interrupt or ask any leading questions
2. Reassure: reassure the pupil that it is not their fault and that it was the right thing to TELL someone.
3. Be calm, attentive and non-judgemental. Do not promise to keep what is said a secret.
4. Ask non-leading questions (T.E.D.) such as:
   Tell me more…
   Explain that to me …
   Describe what happened …

Then, please do the following:

1. Recognise your concern.
2. Contact a DSL straightaway – Sinead Connolly, Lucy Tweedale or Mrs Victoria Neal
3. Log the details on CPOMs and alert to DSL and DDSLs
4. If for some reason you are unable to contact a DSL, then do the following:
5. If a child is in immediate danger then phone Children's Services on 0300 123 4043/Police on 999 to report concerns and then follow up with a Single Service Request Form within 2 days. Keep possession of the child until you are told otherwise. Inform the DSP, as soon as possible.
6. If you need professional advice, phone the CPSLO on 01992 556710 for a professional consultation.

Always record on CPOMs, as soon as possible.

In the Event of an Evacuation

At the sound of the continuous fire bell, staff and pupils should exit the building by their nearest exit make their designated way, silently and sensibly, to the Assembly Point on the main school playground. Here, the class teacher will call the class register to ensure all pupils are safe and notify the Head/DH/OM by a raised hand. They must remain silently on the playground until they are told otherwise.

Visitors should also make their way to the Assembly Point on the main playground, near main red gate.

In the event of an outside issue at play/lunchtimes, the school bell will be rung continuously and children should make their way, as soon as possible, in to the main hall and sit in class lines. Their class teacher will meet them and take the class register, as outside.

First Aid

Ms Connolly, Mrs Goodger, Mrs Crofts, Mrs Hanson and Mrs Lammin are Paediatric First Aiders. Mrs Tweedale and Mrs Sillett are First Aid trained. All staff receive three yearly first aid at work training.

The school has a Defibrillator and staff are trained on usage.

Please do not hesitate to contact the office on 01279 771 285 should you have any queries

or concerns. Thank you for your co-operation.

September 2026