## Fire

The warning for a fire on our school premises is a **CONTINUOUS ALARM BELL**

On hearing the bell, please leave the building **IMMEDIATELY** via the nearest exit and proceed to the assembly point which is located on the front playground

If you discover a fire, please operate the nearest Break-Glass unit.

If you are working with a child, take them with you to the nearest exit and on to the assembly point and report to a member of staff.

**DO NOT** stop to collect personal belongings or re-enter the building until you have been instructed to do so.

## Badges

All visitors to the school are required to sign in and out at the school office and wear a visitors badge ***at all times***

## Confidentiality

It is natural when visiting or volunteering in a school environment that you will hear various confidential information about children throughout the day. These cover aspects such as children's academic progress, misbehaviour, or home circumstances. All information relating to individual children and staff is totally confidential and volunteers must respect this. Any concerns that volunteers have about the children they work with/come into contact with should be shared with the class teacher and NOT with the parents of the child or any persons outside school. These comments, particularly if taken out of context can cause distress to the parents of the child if not heard directly from the school.

## First Aid

If medicine/first aid needs to be administered, this will be completed by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All medicines and first aid box(es) will be carried by staff.

# INFORMATION FOR VISITORS & VOLUNTEERS

## 2025 - 2026

Please read this leaflet carefully before entering our school

# SAFEGUARDING

## WHY HAVE I BEEN GIVEN THIS LEAFLET?

As a school, we are committed to safeguarding and promoting the welfare of our children. It is expected that all staff, visitors and volunteers will share this commitment. This leaflet provides important information and outlines our clear expectations of all visitors to our school.

## WHAT IS SAFEGUARDING?

Safeguarding covers all aspects of keeping children safe in our school, this includes children who are vulnerable to neglect, radicalisation, physical, emotional or sexual abuse. ***Safeguarding children is everyone's responsibility***

## KEEPING CHILDREN SAFE

You should **NEVER** take photographs of children anywhere on the school site unless you have permission from a member of staff and are using school equipment. There will be certain events where photography/video will be allowed and these will be authorised by the Head Teacher. Examples of these could be: sports day, assembly, school plays.

Do not touch, hug or be overly affectionate with the children as this can be misconstrued.

You should ensure you act as a role model. We do not tolerate swearing, inappropriate language, inappropriate dress or behaviour.

All staff and visitors are expected to treat each other and the children with respect and to behave in a professional manner.

If you have any concerns about the conduct of a staff member, it is your responsibility to inform the head teacher immediately. The school has a clear Whistleblowing policy which is available from the school office.

## WHAT SHOULD I DO IF A CHILD SAYS SOMETHING TO ME THAT CAUSES CONCERN?

If a child begins to tell you about something that is happening to them, you should:

- React calmly
- Never promise to keep a secret. Tell them you will have to pass on what they tell you to a member of staff
- Listen carefully. **DO NOT** ask any questions. (but you may clarify)
- Fill in a Child Protection Incident with the class teacher
- **REPORT IT IMMEDIATELY** to a designated professional (See below)
- Never talk about what you have been told with **ANYONE** else including other staff members.

## SAFEGUARDING POLICY

The school has a clear and comprehensive safeguarding





## Our Designated Child Protection Team are:



Zoe Warren
Headteacher



Sandra Howe
Family support Worker



Jane Kendal
SENCO



Scott Siggns
Class Teacher