

Fire Procedures

Should the fire alarm be sounded, you must make your way out of the building, following the fire exit signs onto the school field. This is the fire assembly point.

Once at the fire assembly point, make yourself known to the member of staff co-ordinating the evacuation (this will usually be Mrs Jamie Pardon, headteacher).

First Aid

Should you require first aid, please speak to any member of staff or go to the school office.

All incidents where first aid is required must be reported and recorded.

Housekeeping

Health and safety is the responsibility of all individuals. Please work with our staff team to maintain a healthy and safe environment by informing the school office of any issues and exercising good standards of housekeeping.

Further Information

Our Safeguarding Policy is available on our school website.

Additional guidance is also available from the Northamptonshire Safeguarding Children Partnership.



Safeguarding

A Guide for Visitors and Volunteers

Designated Safeguarding Lead (DSL): Mrs Jamie Pardon, headteacher

Deputy Designated Safeguarding Lead (DDSL): Mrs Sally McCulloch, deputy headteacher

Nominated Safeguarding Governor: Mrs Margaret Ball

Statutory Requirements

The single most important duty of anyone visiting and volunteering at our school is ensuring the safety of our children.

Not only is this a statutory obligation, we want to create a positive, caring and safe environment in which to learn.

Therefore, a condition of being welcome at our school is that we expect you to support our school in ensuring that our children are protected at all times.

Reporting a Concern

If you have a safeguarding concern, you must report this to a DSL without delay.



Jamie Pardon and Sally McCulloch are both DSLs.

If you are not sure where to find a DSL, please ask any member of staff.

If you have a concern about any member of the school community, you must record this in writing. Your account must be observational and factually correct, free from opinion. Record what you heard or saw. Your account will be scanned and stored on our electronic system: CPOMS.

If a child discloses something of concern to them, you must explain clearly to them who you will be sharing this information with in order to keep them safe.

We understand that people are sometimes unsure whether they should report something or not. Our advice would always be that if you feel uncomfortable then speak to a DSL and record your observations. It is the role of the DSL to decide what action to take.

To protect our children we expect you to:

1. Make sure you know who the Designated Safeguarding Leads are in school
2. Be aware how you report any concerns you may have
3. Agree to abide by the Code of Conduct for Visitors and Volunteers

Code of Conduct for Visitors and Volunteers

- Sign in on our electronic systems upon arrival and sign out when leaving the sign. Professionals may wear their own photographic identification; if a visitor or volunteer does not have this, they must wear the printed label from our signing in system
- Act as a positive role model at all times, displaying high standards in the use of language, manner, punctuality and preparation
- Keep information confidential.
- Inform a member of staff of any inappropriate behaviour, whether it be of a safeguarding nature or conduct
- **Report any concerns about welfare (safeguarding) to a DSL without delay***
- Follow the instructions given to you by the member of staff you are working with
- Avoid any situation where you are working with a child, out of sight of school staff. If you are working alone with a child, the member of staff whose direction you are working under must be aware of your location and the door of the room you are in must be kept open
- Never share any personal information such as telephone numbers, email addresses or social media contacts with children. If a child tries to share details with you, inform a member of staff as soon as possible
- Mobiles are not permitted when working with children