



Important Health and Safety and Safeguarding Information for School

Our Vision

Excellence for all through Jesus' love

Our Mission

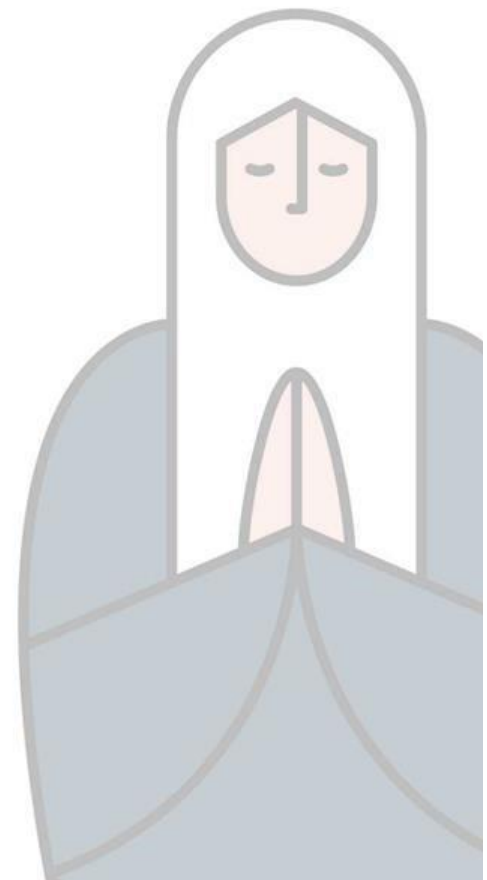
To aim high and achieve our God given potential as socially responsible citizens, loving one another as Jesus loves us

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our young people are safe. This leaflet has been given to you to make sure you understand what is expected of you.

Please ask the person who gave it to you if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to. If you are worried about the safety of any young person in our school, you must report this to the Designated Senior member of Staff in School.

Visitors Procedures

Headteacher of School (Designated Safeguarding Lead)	Mrs A Sherratt
Designated Safeguarding SLT Staff members	Miss A Smith (Deputy Headteacher and SENDCO) Mrs C Salt (School Business Manager- SBM) – Mental Health Lead Mr D Quinn (Assistant Headteacher) Mrs L Chadfield (Phase Leader - EYFS) Mrs T Elsigood (Inclusion Support Manager – Pastoral Lead)
Designated Governor with Safeguarding responsibility	Mrs D Butler



All visitors must sign in at Main Reception

- All visitors must be issued with an appropriate pass which must be displayed at all times whilst on the site
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site
- Visitors on-site must not engage in conversation or approach our children. Exception to this are visitors on site completing a statutory inspection or Visitors who are DBS checked and undertaking works on behalf of the school which require engagement with our children.
- If you are seeking an urgent appointment please report to the Main Reception and we will arrange for you to see a member of staff on duty
- All visitors must sign out at the main Reception and re-turn their visitor pass before leaving the site
- Do not enter classrooms unless escorted by a member of staff or by prior arrangement
- Fire: Evacuation and Invacuation Procedures are clearly displayed around the school ○ **Evacuation:** If the Fire Alarm sounds, leave the building by the nearest exit and proceed to the designated Assembly Point (Playground KS2). Do not re-enter the building until you are told it is safe to do so
 - **Invacuation:** If you hear a number of Personal Alarm sounders which will be set of sequentially by staff across school. Visitors are to remain inside the school and as far as possible, out of sight of anybody/anything which is potentially a danger to them
- Your safety and well-being during your visit are important to us. As a visitor you have a legal duty to care for the Health & Safety of yourself and others.
- Accidents: Any illness, injury or accident must be reported to the school office
- It is against the law to smoke on the school premises
- Property/Vehicles: The school accepts no responsibility for any loss or damage to visitors' property or vehicle.

Telephone/Mobile Phones

Staff and visitors must ensure that their phones are switched on silent and not in use during lesson curriculum time in classrooms and in central areas. An important exception to this would be during school visits and journeys when for Health and Safety reasons staff are encouraged to have their phones with them or to carry the school's number at all times so that they are contactable. **Mobile phones should not be used to record images of the children.** Staff and children may use the phones in the office for any personal calls (these must be kept to a minimum).

Child Protection Advice for Volunteers and Visitors

Welcome to our school. As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children at St.Modwen's Catholic Primary School.

What are my responsibilities as a Volunteer?

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

DBS checks

St.Modwen's Catholic Primary School Recruitment and Selection Procedures specify that all volunteers who work with children three or more days in a 30-day period, or overnight, will require an enhanced DBS Disclosure. This is to help ensure that unsuitable people are prevented from working with children. The Headteacher will inform you as to whether or not you require a DBS. If you do not, you should not be left unsupervised with children. DBS forms are available from the school office, a member of our school business team will help you complete the on-line application process and advise which documentation is necessary for you to present for the check to be completed. Please also inform the Headteacher immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people in your care. St.Modwen's Catholic Primary School has a Safeguarding Policy and a copy is available from the school office and on our website.

What should I do if I am worried about a child?

If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour

Please report these concerns to the class teacher, who if they feel it is appropriate will pass the information on to the school's Designated Senior member of Staff

What should I do if a child discloses that he/she is being harmed?

Although the likelihood of this is small it is important to know what to do in such an eventuality as children rarely lie about such matters.

- Listen to what is being said without displaying shock or disbelief; accept what is being said
- Allow the child to talk freely
- Reassure the child, but do not make promise that might not be possible to keep
- Do not interrogate the child or ask leading questions
- Do not promise confidentiality but explain to the child that you have to tell their teacher or Headteacher in order that they can help him/her
- Reassure the child 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

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Forms, for recording of information of this nature are available from the school office or in each classroom and should be completed and returned to the Designated Safeguarding Lead (DSL) or in their absence a Designated Deputy Safeguarding Lead (DDSL) to enable the matter to be dealt with in the most appropriate way. Please ensure you have signed and dated the record.

What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to the Headteacher (DSL).

What should I do if the alleged abuser is the Headteacher?

You should report such allegations to the Designated Senior Member of Staff who will notify the Designated Governor with Safeguarding responsibility.

Staff Conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure the following actions must take place:

- Immediately inform the Headteacher (DSL) or Deputy DSL
- In their absence, immediately inform the Deputy Headteacher (Deputy DSL)

Any prejudice, discrimination or extremist views, including derogatory language, displayed by staff will always be challenged and where appropriate dealt with in line with our Code of Conduct for staff. Where misconduct by a teacher is proven, the matter will be referred to the National College for Teaching and Leadership for their consideration as to whether to a Prohibition Order is warranted.

Keeping Yourself Safe

Appropriate relationships with children should be based on mutual trust and respect

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others
- Avoid being on your own with a child, always ensure a door is open and that you are visible to others
- It's best not to do anything for a child that he or she can do for him or herself
- Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date it and pass it on to the Headteacher (DSL) or Deputy DSL

- Do not photograph children unless requested to by the class teacher, exchange e-mails or text messages, or give out your own personal details

REMEMBER... IF IN DOUBT...ASK.