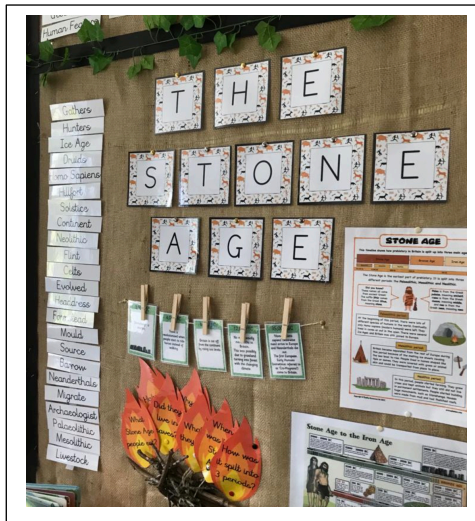


Welcome to Slaley First School



Information for Visitors in School

Nurturing Ambitious Individuals



Welcome to Slaley First School. This booklet is designed to support you whilst you are working with us. We hope you will find it useful.

Our school day runs from 8.50am - 3.20pm with lunchtime between 11.50am and 12.50pm.

Safeguarding Guidance for Visitors to the school

Slaley First School recognises its prime responsibility is to promote and safeguard the welfare of children. All children have a right to be protected from abuse. Everyone employed and volunteering in school has a responsibility in relation to child protection, if you have any concerns please refer to the class teacher who may then refer on to a Designated Safeguarding Lead (DSL)

Our DSL's are -

Mrs. Angela Hayward, Headteacher

Mrs. Rachel O'Neill, KS1 Lead Teacher

- Do not initiate physical contact with pupils unless it is appropriate and part of the agreed reason for your visit.
- Do not give out any personal information about yourself - phone number, your address, email or social networking account details.

Mobile Phones

To protect children, visitors should not put themselves in a position where their actions can be misinterpreted. Volunteers are not allowed to use mobile phones with recording/photographic devices on the school premises for anything other than making and receiving urgent phone calls. Mobiles **MUST** be kept in the staff room. If you need to make a phone call, please let us know and we will make arrangements for you to do so.

Security

Please ensure you have signed in at the office and wear a lanyard for fire and security reasons. Please keep bags and any other personal belongings in the staff room. You must sign in and out when you arrive and leave.

Confidentiality

Whilst you are in school you need to be aware that anything you see or do within the school, should remain confidential and should not be repeated outside school or to parents. Please share any incidents or concerns you may have with the class teacher. It is their responsibility

to take further action if appropriate and refer to the DSL if necessary.

Smoking

Our school operates a *non-smoking policy* in the grounds and the building. This includes vape equipment and smoking inside a vehicle onsite. Please leave the premises before smoking.

First Aid

For all First Aid requirements please contact our Office Manager who is also our Medical Coordinator. There will always be a trained first aider on site who will be available to help. All accidents, including near misses, must also be reported to the office.

Equality Scheme

In accordance with our school ethos, we pledge to respect the rights of all our pupils. We promote race and gender equality and the opportunity for disabled pupils to be supported and given the best opportunity to thrive.

Children's Behaviour

The children should behave appropriately and follow our school rules at all times. They are taught to respect all adults. If you feel a child is behaving inappropriately in an unacceptable manner, please inform the class teacher.

Our two whole school rules are as follows -

- Do as you are asked.
- Listen when someone is talking.

Physical Restraint

At Slaley First School we aim to deal with situations through strategies that seek to de-escalate undesirable or dangerous behaviours. If a situation arises in which a pupil's behaviour may potentially endanger the safety of him/herself, or of others, please seek assistance immediately.

Physical restraint should not be used except in very exceptional circumstances where there is a high, immediate risk of serious injury e.g. a chance of a child running onto a road.

Health and Safety

All staff and visitors have a statutory obligation to co-operate with the Health and Safety Policy and take care of the own health and safety and that of others. They should-

- Support the schools Health and Safety arrangements.
- Ensure their own work area remains safe at all times.
- Not interfere with Health and Safety arrangements or misuse equipment.
- Comply with all safety procedures whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions.
- Report safety concerns to their staff representative or other appropriate person
- Report any incident that was led or could have led to damage or injury.
- Assist investigations due to accidents, dangerous occurrences, or near-misses.
- Not act or omit to act in any way that may cause harm or ill health to others.

A COPY OF OUR HEALTH AND SAFETY POLICY IS AVAILABLE UPON REQUEST.

Fire Safety

On discovering a fire:

- Sound the fire alarm by breaking the glass at a call point: these are situated by the fire exits.
- Evacuate the building from the nearest available exit point and go to the muster point which is situated on the playground, near the shed at the edge of the tarmacked area.
- Report to the Headteacher or representative

What to do if you discover a fire?

- Shout "Fire"
- Break Glass Alarm. This is done by pushing in the glass on your nearest call point and may have to be done using a hard object.
- Employees and regular visitors should familiarise themselves with the location of various call points around the building.

Location of call points, fire extinguishers and exit routes are available from the office and on display in the Main Entrance.

Bomb warnings and threats

In the event of a decision to evacuate the building as a result of a bomb threat, the alarm will be sounded. Please evacuate as normal for a fire.

Disabled visitors

If you are disabled and feel that you may require assistance during an evacuation of the building, please advise reception staff upon arrival, so that arrangements can be made to assist with your evacuation. If you require any further information, please contact the Headteacher, Mrs Angela Hayward.

We hope you enjoy your time here at Slaley First School!