

Staff Conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

- ◆ Immediately inform the Headteacher.
- ◆ In their absence, immediately inform the Assistant Headteacher.

If the concerns are about the Headteacher please inform the Chair of Governors on chair@abbotsripton.cambs.sch.uk

First Aid

If you or a child requires first aid assistance when in school please report to the school office.

Fire/Evacuation Procedures

Any person discovering a fire must:

- ◆ Operate the nearest fire alarm.
- (The fire service will be called immediately by dialling "999" using the nearest telephone, when appropriate)

On hearing the fire signal:

- ◆ When with a class the order to evacuate will be given by the teacher, who will indicate the route to be followed.
- ◆ When not in class move by the most direct route to the playground at the back of school.
- ◆ At all times act quietly and calmly.
- ◆ Do not stop to collect your personal belongings.

A register of visitors will be taken by a member of office staff so please make yourself known to them at the assembly point.

Invacuation procedures

If there is a need for the school to remain in the building, a lock-in card (see below) will be shown discreetly to staff. On being presented with this card:

- ◆ Stay in the room that you are in and do not let any child leave either.
- ◆ Close the door and any windows.
- ◆ Close the blinds.
- ◆ At all times act calmly and wait until you are given the all clear by a member of staff.



ABBOTS RIPTON C OF E SCHOOL

Visitor Safety Information



We are committed to safeguarding and promoting the welfare of children. As such we expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. It gives information about our Safeguarding and Emergency Procedures. Please keep the leaflet in a safe place so that you can read it again if you need to.

We hope you enjoy your time at our school.

Keeping ourselves safe

- ◆ All visitors must **sign in** at Reception on arrival.
- ◆ Visitors will be issued with a lanyard that must be worn and visible at all times.
- ◆ Visitors are asked to read this leaflet in full on arrival on/before their first visit .
- ◆ Visitors should remain in Reception until under the supervision of a designated member of staff.
- ◆ Mobile phones are not to be used whilst on the school site and should be switched off.
- ◆ Photographs are not to be taken unless by prior agreement.
- ◆ Be a good role model to our pupils by being respectful, fair and considerate of others. Remember children may interpret your words/actions differently.
- ◆ Report to staff any unacceptable behaviour.
- ◆ When working with a pupil(s) ensure you are visible to others.
- ◆ All visitors must **sign out** at Reception when they leave.

Regular Volunteers

Our regular volunteers will be expected to have a DBS check. Therefore they will not be expected to be under the supervision of a member of staff whilst in school.

Allegations

Any allegations should be reported to the Headteacher. If the concerns are about the Headteacher please inform the Chair of Governors on chair@abbotsripton.cambs.sch.uk

If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding team immediately. They will offer advice and take appropriate action. Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background, ability or disability.

A copy of the schools Safeguarding policy is located in the school office and staff room.

Types of harm

We all have a responsibility to keep children safe, both at home and in school. Harm is identified in four ways:

Physical - when a child is deliberately hurt or injured.

Sexual - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical, e.g. being made to look at an inappropriate image.

Emotional - when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

Neglect - when a child is not being taken care of by their parents/ guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school or being left home alone.

REMEMBER...if in doubt...ask

Please do not leave our school without telling someone or doing something.

If a child discloses they might be subject to abuse:

- ◆ React calmly
- ◆ Listen carefully to the child, particularly what is said spontaneously.
- ◆ Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- ◆ Do not ask leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, e.g., "tell (T), explain (E), describe (D)" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.
- ◆ Only trained investigators should question a child.
- ◆ Reassure the child that they are doing the right thing.
- ◆ Record carefully, on an orange form (found in the staff room) what the child says in their own words including how and when the account was given. This must then be dated and signed and immediately passed to one of the Safeguarding Team.

Our Safeguarding Team

Our Designated Safeguarding Lead:

Mrs. Claire Matthews
Headteacher



Deputy Safeguarding Lead:
Mrs. Charlotte MacLeod
Class Teacher

