

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 Deputy Headteacher or Assistant Headteacher.

Fire/Emergency 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 alarm (continuous bell):

- When in class the order to evacuate will be given by the teacher, who will indicate the route to be followed to the All Weather Football Pitch on the far corner of the field at the back of the school.
- When not in class exit the building via the most direct route to the place of assembly.
- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.
- Ensure an adult is last to leave the classroom and closes the door behind them.
- Never re-enter the building
- Follow the instructions of the fire wardens

First Aid: If you or a child requires first aid assistance when in school please contact Mrs O'Keeffe at the front desk (call 201 from any phone).

Lockdown Procedure: Any person discovering an intruder, a dangerous animal, a suspected dangerous chemical/odour or a suspected bomb on the school grounds must:

- Operate the nearest panic alarm (blue box)
- Contact the Headteacher, Deputy Headteacher or any member of staff immediately, who will call the police.
- Not engage with the intruder, animal or touch any suspected bomb.

On hearing the lockdown alarm (pulsating bell):

- Immediately come inside and bring all children inside the building and prepare for a partial lockdown: lock all doors and windows, close all blinds, close any doors and prepare for a full lockdown.
- Comply with full lockdown if pulsating bell does not stop after 20 seconds: turn off lights, computers, whiteboards, hide under tables quietly, wait until the bell stops.
- Adults must remain calm, support the teacher in charge and reassure pupils.



Safeguarding Guide for School Visitors and Volunteers

St. Michael Catholic Primary School & Nursery

Excellence Enrichment Enjoyment

Welcome to St Michael's!

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.

St. Michael Catholic Primary School &
Nursery

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Ashford
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01784 253 333

info@st-michaels.surrey.sch.uk
www.st-michaels.surrey.sch.uk

Keeping ourselves safe

- All visitors must sign in at Reception on arrival.
- Visitors will be issued with a badge that must be worn and visible at all times.
- Visitors are asked to read this leaflet in full on arrival on 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 without prior permission.

• Photographs, videos or audio 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 **Regular Volunteers**

• Volunteers must sign in at Reception

• Volunteers must sign out at Reception

Our regular volunteers, staff and governors have a valid DBS check and wear an identity badge.

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 on our website, in the school office and in staff room.

Types of harm

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways: **Physical** - when a child is deliberately hurt or injured. **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 and being left home alone. **Sexual** - when a child is influenced or forced to take part in a sexual activity. This can also be an activity such as being made to look at inappropriate images.

REMEMBER...if in doubt...ask. Please do not leave our school without telling someone or doing something. **Everyone** is responsible for safeguarding our pupils.

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, for example, "tell (T), explain (E), describe (D)" but , ask no further questions. This would compromise further enquiries. Reassure the child that they have been very brave to tell someone and that you will help them. Record 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 who will complete CPOMS with you.



Safeguarding at St Michael Catholic Primary School & Nursery



St Michael Catholic Primary School & Nursery is committed to safeguarding children and promoting the welfare of children, young people and vulnerable adults and expects all staff, visitors and volunteers to share this commitment.

If you are concerned about a child's welfare, please record your concerns and any observations or conversation heard on CPOMS, and report to one of the DSL's as soon as possible the same day. DO NOT conduct your own investigation.

If your concern relates to the actions or behaviour of a member of staff, please report directly to the head teacher. If your concerns relate to the actions or behaviour of the head teacher please contact the chair of governors Mr Richard Aquilina on 07949051248



Catherine Davis
SENDOO



John Lane
Lead DSL and
Head Teacher



Rachel Pearson
Deputy Head
Teacher



Natasha O'Kane
TA and After School
Club Staff



Marcia Franklin
TA and Morning
Club Staff



Charlotte Hens
Class Teacher

EYF's Leader

In the event of no DSL (Designated Safeguarding Leads) being available, please make a referral yourself to C-SPA. Inform the duty officer and they will be able to give you advice.

Children's Single Point of Access C-SPA
Availability: Monday to Friday 9am - 5pm Phone: 0300 470 9100
Email: cpa@nursery.gov.uk - emails are dealt with during normal office hours
Out of hours phone: 01483 517888 to speak to the emergency duty team.