

Signing in

Please sign in our visitor book and produce your identification if requested. This is for fire safety and allows us to ensure that the building has been fully evacuated and you are safe in the event of an emergency situation.

To comply with our Safeguarding procedures, you will be supervised in school at all times by a member of staff unless you have made specific arrangements with the school prior to your visit.

After signing in, please wait in reception until you are met by the relevant member of staff.

Badges/Lanyards

You will be required to wear a Claypole C.E. Primary School visitors badge/lanyard at all times whilst on the premises.

Please make sure that your badge is clearly visible at all times for our children and adults to see.

On leaving the building, please sign out of the visitors book and return your badge/lanyard.

We are a school that places the safeguarding of children as our highest priority.

Mobile phones

To protect our children we respectfully ask that you do not use your mobile phone anywhere for any reason.

Photographic equipment (inc. mobiles)

Under no circumstances should you use photographic equipment whilst at our school.

Pupil interaction

We have very bright and wonderful children who are naturally inquisitive in who you are and what you are here for. We encourage appropriate interaction whether you are working with the children or around the building. Please be very aware of the language you use and the nature of your conversations.

Smoking

We do not permit smoking anywhere on the school premises or grounds.

Toilets

Adult toilets can be found outside the school hall.

First Aid

If you require first aid, please inform the nearest member of staff.

Health and safety

The school's Health and Safety Policy is available on the website and on request. Class teachers will ensure that all volunteers are aware of fire evacuation procedures and about any safety aspects associated with classroom activities. The health and safety officer for the school is Mr Doney. Please report any potential hazards or concerns. Please refer all first aid to the school office.

Volunteers & Confidentiality

Volunteers in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with should be voiced with the class teacher/head teacher and not with the parents/persons outside of the staff team. Comments regarding children's /staff behaviour can be highly sensitive, and if taken out of context can cause distress to parents if they hear such issues through a third party rather than directly through school.



Child protection concerns

The protection and safeguarding of our children is our highest priority. If you observe any behaviour or incidents in our school that you would feel are a concern of this nature please do not leave without informing our designated senior person Martyn Wells or the deputy designated lead: Kathryn Lile in his absence.

Fire

In the event of the fire alarm, please use the nearest fire exit. You will be required to meet with the children and staff in the designated area which is the playground. Please make yourself familiar with the nearest fire exits to where you will be working/visiting. Please ask a member of staff if you are unsure or see the fire notice situated around the school by most doors for your nearest exit. Fire fighting equipment is provided for such events where your escape route is blocked.

Under no circumstances should you try to re-enter the building when you have evacuated.

Accidents

All accidents, regardless of size, need to be re-reported immediately to a senior member of staff on site. All accidents will be recorded in the accident book.

Hazards

If you identify a hazard or feel you may have created a hazard through your normal working practice, please inform a senior member of staff on site immediately.

Under UK Law you are responsible for your own safety and the safety of others around you.

Claypole Church of England Primary School seeks to foster a safe school environment. The staff adheres to the policies within the School ethos. All staff recognise our duty of care towards all children within the school. If you have a concern that a child is being harmed, at risk of harm or if you receive a disclosure (intentionally or unintentionally) please contact the following members of staff as quickly as possible:

Designated Safeguarding Officer:
Martyn Wells;
Deputy Designated Safeguarding Officer: Kathryn Lile



Information for visitors

2018-2019

Claypole Church of England Primary School



Strive for excellence, promote harmony and value achievement