

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 Principal
- In their absence, immediately inform the Deputy Principal.

Fire/Emergency Procedures

In the event of the fire alarm sounding, please leave the building using your nearest fire exit (denoted by the green fire exit sign) and make your way to the fire assembly point which is located on the main playground by the outdoor table tennis tables. Please see one of the fire escape poster located in all rooms for directions.

**** Do not re-enter the building until you are told that it is safe to do so ****

Health and Safety Information

Should you see anything that is unsafe or could result in an accident or injury, you have a duty to report it to the School Office at your earliest opportunity.

First Aid

Should a child require first aid assistance when in school, please contact a member of their year group team who will send a designated first aider to support. If this is not possible, please alert the School Office who will ensure that a first aider can help.

Additional Safety Information

- Smoking or 'vaping' is not permitted at all on the entire site.
- All visitors are required to sign in and out at the School Reception and wear their colour coded visitor's lanyard at ALL times whilst on school premises. Passes must be handed in when exiting the site.

If you do not wear your visitor's pass, you may be stopped and challenged.

Toilets

Toilets for visitors are located in the main corridor. Please ask a member of staff for directions.

Lanyards at St Mary's:

STAFF	Worn by all members of staff
VISITOR	DBS checked visitor
VISITOR	Non DBS checked visitor - must be accompanied by a member of staff on site
GOVERNOR	DBS checked Governor
VOLUNTEER	DBS checked regular volunteer

St Mary's Church of England Academy



SAFEGUARDING GUIDE FOR SCHOOL VISITORS AND VOLUNTEERS

**An information leaflet for
volunteers, visitors and
contractors to the School**

School Telephone Number:
01638 713317

Keeping Ourselves Safe

- All visitors must sign in at the School Office 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 their first visit .
- Visitors should remain in the School Office under the supervision of a designated member of staff until collected by the member of staff they are here to visit.
- Mobile phones are not to be used whilst on the school site - if you are a professional requiring access to your mobile phone, a member of staff will guide you to where this can be used safely.
- 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 any unacceptable behaviour to staff.
- When working with a pupil(s) ensure you are visible to others.
- All visitors must sign out at the School Office.

Regular Volunteers and DBS Checked Professionals

Regular volunteers and DBS checked professionals must sign in and out at the School Office and wear a green lanyard.

Governors

Governors must follow the same procedures for signing in and out at the School Office and wear their maroon Governor's lanyard.



If you have a concern about a child, please pass this on to the child's class teacher, who will then follow our safeguarding procedures. If they are not available, please speak with one of our Designated Safeguarding Leads - Andrea Flack, Roxanne Rutter, Melanie Lowe or Lucy Blackford.

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.
- Report your concerns as soon as possible to a member of our safeguarding team.

Our Safeguarding Team:

Mrs Andrea Flack
DSL

Mrs Roxanne Rutter
Alternate DSL

Miss Melanie Lowe
Alternate DSL

Mrs Lucy Blackford
Alternate DSL

Miss Heidi Andrews
Assistant DSL

Miss Jade Colclough
Assistant DSL