

FIRE - EMERGENCY ACTION PLAN

If you discover a fire:

1. Sound the alarm using the nearest fire alarm call point
2. Leave the building by the nearest fire exit
3. Do not re-enter the building for any reason
4. Report to the assembly point

If you hear the fire alarm:

1. All staff, pupils, occupants of building must respond to alarm activations
2. The fire alarm is a continuous ringing bell
3. The fire wardens will take charge of their class or area.
4. Leave the building in single file by the nearest fire exit
5. A calm orderly exit is essential. Walk quickly - DO NOT RUN or stop to collect belongings
6. Do not re-enter the building for any reason
7. Report to the assembly point

Assembly point: Back Playground- can be found at the bottom of the drive or through the hall. Fire Exits — Main Entrance, Staffroom, Hall, Moreton Class, Nene Class, Magdalene Class.

Please leave the care of the children to the staff who are highly trained. Please line up next to the children with other visitors so you can be checked off against the signing in log by the Admin Staff.





First Aid

All staff have received either Paediatric First Aid or Emergency First Aid training.

Please DO NOT attempt to administer first aid to either yourself or another adult/child.

If you witness an accident or have found someone who needs First Aid treatment send for the Office Staff they will find the correct member of staff to help.

Key People Around School and where to find them:

	<p>Heidi Edwards (Admin)</p> <ul style="list-style-type: none">• School office Entrance to school
	<p><u>Karen Milnthorpe</u> (Head)</p> <ul style="list-style-type: none">• Headteachers Office Opposite Marriott Class near adult rest rooms
	<p><u>Emma Britchford</u> (Assistant Head)</p> <ul style="list-style-type: none">• Marriott Classroom
	<p><u>Emily Garner</u> (Pre-School Lead) Nene Classroom</p>



Member of Diocese of Ely Multi Academy Trust

Guyhirn C of E Primary School

INDUCTION INFORMATION AND SAFEGUARDING ADVICE FOR VISITORS

This leaflet is intended for one-off visitors, agency staff & contractors in school.

As a school we are committed to safeguarding and meeting the needs of all children and adults. We hope this leaflet will provide some useful advice and information when working at Guyhirn C of E Primary School.

What are my responsibilities?

All those who come into contact with children through their every day work whether paid or voluntary have a duty to safeguard and promote the welfare of children.

DBS checks

Guyhirn C of E Primary School's Recruiting and Selection Procedures specify that all adults who work in 'regulated activity' and work in a specified place' such as a school and this work is regular - i.e. once a week or more or 4 or more days in a 30 day period - will require an enhanced DBS Disclosure. This is to help ensure that unsuitable people are prevented from working with children. Even if your work with children means that you are supervised at all times. Marianne Gordon-Farleigh will help you complete the DBS on-line application form and advise which documentation is necessary for you to present for the ID checks to be completed.

It is a requirement, also, that you inform the Headteacher immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people in your care.

Child Protection & Safeguarding

What should I do if I am worried about a child?

Due to:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour

You MUST go to see Heidi or Marianne in the office IMMEDIATELY. They will direct you to the correct member of staff - the Designated Person for Child Protection. Or if you are more confident finding your way around the school please go directly to the Designated Person(s) for Child Protection:

Designated Lead Person for Safeguarding Children: Mrs Karen Milnthorpe - Headteacher. The Headteachers office can be found opposite Marriott classroom or by asking at the main office.

Miss Emma Britchford — Assistant Headteacher. Emma can be found in Marriott class across from the heads office. Mrs Emily Garner - Pre-School Leader - in Pre-School room.

Regular Visitors/ Agency staff require full Induction Training.

What should I do if a child discloses that s/he is being harmed?

- Listen to what is being said without displaying shock or disbelief; accept what is being said. ■ Allow the child to talk freely
 - Do not promise confidentiality but explain to the child that you may have to tell their Headteacher in order that they can provide appropriate help
 - Do not interrogate the child or ask leading questions
 - Stress that it was the right thing to tell
 - Do not ask the child to write a statement
- Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Forms for the recording of information of this nature are available from the school office and should be completed and returned to the Designated Safeguarding Lead or to the school office to enable the matter to be dealt with in the most appropriate way. Please ensure you have signed and dated the record. What should I do if the alleged abuser is a member of the school staff? You should report such allegations to the Headteacher or Assistant Head.

What should I do if I witness worrying behaviour by another adult in school?

You should always report this to the Designated Lead for Child Protection via the same system.

How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. As a visitor you may well be working closely with children.

Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. You should, however, be careful about touching pupils. Do not be in the room with a pupil on his/her own always ensure that staff are around, doors are open and your practices are visible.

Do not photograph pupils, unless requested to by the class teacher, exchange e-mails or text messages, or give out your own personal details.

The school does not allow ANY unprofessional contact with pupils (e.g. through a social networking site) This may leave you vulnerable to an allegation of abuse being made against you.

Please help us to safeguard the children in our care by following these guidelines.

Prevention of Radicalisation Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have

attempted to radicalise vulnerable children to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation. The Counterterrorism and Security Act, 2015 places a duty on authorities (including schools) 'to have due regard to the need to prevent people from being drawn into terrorism'. These duties should be seen alongside schools' duties to promote British values as a means of "building children's resilience to radicalisation"