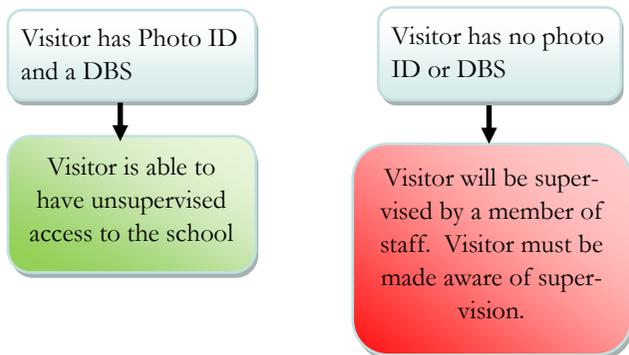


## Visitors to the School

### Visitors must report to the office:



Regular visitors to the school, eg peripatetic music teachers sign into the 'Visitors Book' and wear a green lanyard. The member of staff signing in the Visitor (without DBS) must ensure the visitor wears the yellow visitor lanyard and checks their supervision.

## The use of Mobile Phones

The use of mobile phones on the school site is forbidden during school hours except in the school staff-room and office. Visitors are requested to turn their phone off, and never have their phone out when in the vicinity of children. Children who need to bring in their phones for activities after school must hand their phones into the safekeeping of the admin staff during the school day.

## Staff

If a member of staff has any concerns about any of the following guidance they should seek advice from the Head of School immediately.

## Staff Conduct

All staff are trained to work in a professional way.

**Staff are trained to be aware of the dangers in:**

- ⇒ Working alone with a child (a door will always be open or a clear view into the room maintained.)
- ⇒ Physical interventions (see positive handling policy) should be side-on contact, never alone.
- ⇒ Cultural or gender stereotyping
- ⇒ Dealing with sensitive information
- ⇒ Receiving gifts from parents and children (staff must seek head teacher's permission before giving presents to children or parents.)
- ⇒ Contacting children through private phone call, text or e-mail.
- ⇒ Disclosing personal details inappropriately
- ⇒ Meeting pupils outside school hours or school duties.

## Confidentiality

Members of Staff and Governors may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information will never be disclosed to someone unless they 'need to know' in order to safeguard the child. Pupil and Staff records are all kept securely.

## Single Central Record SCR

The Single Central Record holds information on all staff, volunteers and contractors working in the school. The Admin Staff are responsible for the upkeep of the SCR and the Head teacher monitors it regularly in line with OFSTED requirements. The head is responsible for the Safe Recruitment of new staff including volunteers.

## Site Safety

Inform the office if there are building defects requiring repair. Risk assessments are carried out regularly to ensure the site is a safe place for children to learn.

## **What should I do if I have concerns about a member of staff?**

You will need to report any concerns to Mr Patrick Germscheid.

## **What should I do if the person of concern is a Safeguarding Officer?**

You will need to report this directly to Alice McShane who will notify the Chair of Governors.

## Pupils

## Photographs

We understand that parents/carers like to take pictures of their children to celebrate special moments or their child's success. We certainly do not discourage parents from doing this.

However, there are restrictions on the use of images (data protection). We adhere to the following guidelines:

- ⇒ We seek written permission (annually) for the use of photographs and images for use by the school.
- ⇒ If visitors come into the school to take photographs or make videos for use outside school, we seek specific parental consent.
- ⇒ Staff are sensitive to the feelings of pupils who may be uncomfortable about being photographed.
- ⇒ Staff are aware if children are affected by flash photography.
- ⇒ Children's full names are not used in our publications.

## Children with SEND

We recognise that statistically, children with behavioural difficulties and disabilities are more vulnerable to abuse. All members of staff are made aware of the need for vigilance for the signs of abuse in any children but our children with SEND in particular.

## Medical needs

Children may need to take medication during the school day. This should only be done if the relevant forms have been filled in by the parent. Only a member of Staff should have responsibility to supervise the taking of medicine.

## Online Safety

The school has a separate policy on internet use and online safety. The topic is covered a number of times during the school year.

## Transporting Children

In certain situations, e.g. out of school activities, staff volunteers or governors may agree to transport pupils. Wherever possible, any transport arrangements will be made in advance and any transport should be provided other than private vehicles, with at least one adult additional to the driver acting as an escort.

## After School Activities and Educational Visits

Staff and volunteers take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply. The school has a policy on Educational Visits which forms part of this guidance.

## Designated Officer for Child Protection

The designated members of staff below keep child protection information securely, offer advice and support to colleagues, pass on concerns to the relevant agencies.

Mr Patrick Germscheid



## Deputy Designated Officer for Child Protection

Mrs G Clark



## Governors

The Governors of Shute Primary School have overall responsibility for safeguarding and promoting the wellbeing of children.

## Safeguarding Lead Governor

Alice McShane

## Multi Agency Safeguarding Helpline:

0345 1551071



# Safeguarding

# Information

# Shute Primary

- ◆ All visitors should use the main entrance during the school day.
- ◆ All visitors must report to the office (dial 6 on the phone in the lobby) If no-one answers follow the instructions by the phone.
- ◆ The front door is open from 8:45am-9:00am, 3:30pm-3:50pm