

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 Senior Teacher.

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 signal:

- When in class the order to evacuate will be given by the teacher, who will indicate the route to be followed.
- When not in class form a single file and move by the most direct route to the place of assembly.
- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.

First Aid

If a child requires first aid assistance when in school please contact one of the first aid team.

Miss Dare - Paediatric

Mrs Taylor - Paediatric

Mrs Burrows

Mrs Hicks

Mrs McCabe

Mrs Noel

Miss Pappin

Mrs Smith

Mr Dyga

Mrs Watts

Evacuation Plan in event of an intruder

Any person discovering an intruder in school should immediately make the Head Teacher aware.

The Head Teacher to contact the Police immediately by dialling "999" using the nearest telephone.

Do not attempt to engage with the intruder

Once aware of an intruder alert -

In-class Instructions:

Close all blinds, close any doors, all children to sit down on the floor in centre of classroom

Teacher to remain calm and reassure all pupils

Around the School Instructions: Remain calm and reassure all pupils whilst escorting them to the nearest classroom – once in the classroom follow the in-class procedures.

Play Ground/Playing field instructions: Calmly and quickly escort the pupils away from the school buildings. Do not attempt to come into the school. **Assemble on the school field** and raise the alarm with a member of the public where possible.

Evacuation Plan in event of an incendiary device

Any person discovering a bomb in school/receiving a call advising of an incendiary device on the school grounds should:

Ring the hand held school bell (located in the school reception)

Contact the Police immediately by dialling "999" using the nearest telephone.

Do not attempt to move or tamper with the device in any way

On hearing the bell

When in class the order to evacuate will be given by your teacher, who will indicate the route to be followed.

- When not in class form single file and move by the most direct route to the place of assembly.
- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.
- Do not attempt to pass others on your way to the place of assembly

The place of assembly is: **The school field**



Safeguarding Guide for School Visitors and Volunteers

Welcome to Meare Village Primary School

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.

Meare Village Primary School

St Mary's Road

Meare

Somerset BA16 0JN

01458 860228

mearevillageprimary@educ.somerset.gov.uk

www.meareprimary.co.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.
- 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 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 and Keeping Children Safe in Education are located in the school office and staff room. Please ensure you read them.

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.

Sexual - when a child is influenced or forced to take part in a sexual activity. This can be a physical activity or non-physical, eg being made to look at an inappropriate image.

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 are being left home alone.

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 judgments. Clarify and check your concern if you feel that you are not sure, by using, for example, "tell (T), explain (E), describe (D)" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.

Only trained investigators should question a child.

Reassure the child that they are doing the right thing.

Record carefully, 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.

Our Safeguarding Team

Our Designated Safeguarding

Lead: Mrs Jan Fellows
Headteacher

Deputy Designated Safeguarding

Leads:
Mrs Kate Noel
Mrs Bridget Taylor

Safeguarding Governor:

Mr Mark Hicks