



# Health, Safety and Child Protection

## Guidance for Visitors to St Katharine's Primary School

Welcome to our school. We hope that your visit to St Katharine's Primary School will be enjoyable, informative and safe.

Please help us by reading and complying with the guidance contained in this leaflet, which is intended to ensure your health and safety and safeguarding of students whilst in school.

Your health and safety is important. So too is the safety of our children and staff. We would like to ensure your visit is as safe as possible.

**On Arrival:** All visitors and contractors coming in to school must report to Reception. Please sign in to our visitors book, you will then be issued with a badge or sticker. This must be worn prominently so that staff and students can see that you are a visitor.

Dependent on circumstances, if you are working with students you will also be asked to produce your DBS certificate and/or other forms of identification.

If you have parked in our school carpark please register your vehicle when signing in and ensure that your vehicle is parked within a marked bay.

**Fire:** On hearing the fire alarm (the alarm is a continuous bell), do not put yourself at risk, please evacuate using the nearest exit.

Stay with your host until you are out of the building and at the assembly point, on the back playing field unless you are advised otherwise.

Please then report to the member of the staff displaying a 'Visitors' sign.

You must not re-enter the building until told it is safe to do so.

**Smoking Policy:** We operate a no smoking policy which includes the grounds as well as the school buildings.



**Bomb Threat:** On hearing a continuous fire bell, please evacuate using the same procedure and assembly points as a fire alarm. Await further instruction from staff. You must not re-enter the building.

**Lockdown:** On hearing ten rings of fire bell, please go to the nearest classroom and join the staff member and children. Staff will guide you on what to do.

**First Aid:** If you need first aid or feel unwell, please report to the main school reception.

**Accessibility:** Please let reception staff know of any mobility or health issues which may enable us to provide appropriate support and assistance as required. Especially if assistance is required in the event of an evacuation.

**General Health and Safety:** Always pay attention to your surroundings. If you have any concerns regarding safety, please let a member of staff know.

**Safeguarding Children:** All regular helpers must complete the Disclose Barring Service (DBS) process.

Please be aware that adults working with children must always be careful not to place themselves in a position where allegations of inappropriate intent could be made.

### **DO**

- Read and follow the school's child protection procedures.
- Report to the Head Teacher / Safeguarding Lead any concerns about child welfare and safety.
- Report to the Head Teacher any concerns about the conduct of staff, volunteers or contractors.
- Record in writing all relevant incidents.
- Work in an open and transparent way.
- Discuss and report any incidents of concern or that might lead to concerns being raised about your conduct towards a child.
- Report to the Head Teacher any incidents that suggest a pupil may be infatuated with you or taking an above normal interest in you.
- Dress appropriately for your role.
- Only use e-mail contact with pupils via the school's system.
- Avoid unnecessary physical contact with children.
- Where physical contact is essential for educational or safety reasons, gain the pupil's permission for that contact wherever possible.
- Allow children to change clothes with levels of respect and privacy appropriate to their age, gender, culture and circumstances.
- Use humour to defuse difficult situations.
- Always work in a public area when working in one to one situations with children.

### **DO NOT**

- Take any action that would lead a reasonable person to question your motivation/intentions.
- Misuse in any way your position of power and influence over children.
- Use any confidential information about a child to intimidate, humiliate or embarrass them.
- Establish or seek to establish social contact with pupils outside of school.
- Accept regular gifts from children.
- Give personal gifts to children.

- Communicate with pupils in inappropriate ways, including personal e-mails and mobile telephones.
- Pass your home address, phone number, e-mail or other personal details to pupils/children.
- Make physical contact secretive.
- Meet with pupils in closed rooms.
- Use physical punishment of any kind.
- Pay special attention on one child unless this is part of an agreed school plan or policy.
- Transport pupils in your own vehicle without prior management approval.
- Take, publish or share images of pupils or other children without their parents permission.
- All visitors are reminded of their duty of confidentiality to the children . What you see or hear in school should not be discussed beyond the school and pupils' identities should at all times be kept confidential.
- Access child abuse images (sometimes referred to as child pornography) or other inappropriate material that could be seen as inappropriate in a child protection context.
- Abuse your position of trust with pupils.
- Allow boundaries to be unsafe in more informal settings such as trips out, out of school activities etc.

Working with young people brings demands and challenges. There are also great rewards, not least of which are the good personal relationships, which help the growth and development of these young people. In a very small number of cases, things can go wrong.

Allegations are rare, but the damage to all concerned is so great that we all must be aware of the issues and think carefully about our conduct so that misinterpretations can be minimised. It is not possible to prescribe a course of action for every circumstance but we must observe these guidelines.

### **Designated Safeguarding Leads (DSL)**

Mrs Sarah Richardson (Deputy Head)  
Mrs Rebecca Thompson (Inclusion Leader)  
Mrs Sam Rhodes (Family Support Worker)

### **Deputy DSL**

Mrs Nikki St John (Head Teacher)