

Health and Safety

Health and Safety is everyone's responsibility.

All staff (including volunteers) have a statutory obligation to take care of their own health and safety and that of others.

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. Please then report to the member of the staff displaying the 'Visitors' Assembly Point' sign. Do not enter the building until told it is safe to do so.

Smoking Policy: We operate a no smoking policy which includes in 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 nearest member of staff.

Accessibility: Please let reception staff know of any mobility or health issues which may enable us to provide appropriate support and assistance as required. This is especially true 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.

Code of Conduct



We want everyone who is part of St Katharine's to know that they are unique and that they can flourish and make a difference in God's world, through living out the values of Grace, Integrity and Aspiration, now and in the future.



- Sign in and out at the office on each visit.
- Wear a school visitor sticker at all times.
- Class teacher or a member of staff in the year team is the first point of contact.
- Be Positive – recognise those doing the right thing first.
- Sharing information from school.
- Conduct whilst in role at school or whilst on a trip. Be mindful that your conversations are appropriate; they might be heard by children.
- Maintain confidentiality – what you see and hear may not be discussed beyond the school.
- Refer the child to a member of staff if they are feeling unwell.
- Feedback useful learning points to the class teacher.
- Please do not have your mobile phone out – the taking of photographs is not allowed.
- Be visible – do not work alone with a child in a room. Safeguard yourself.

St. Katharine's Primary School

Keeping Children Safe in Education

Induction Information for Parents/Volunteers



If you have any safeguarding concerns about either your child or another child talk to the Designated Safeguarding Lead at the school, their deputy or another senior member of staff. Alternatively you can contact:

BCP MASH
01202 123334
or MASH@bcpcouncil.gov.uk

Police on 999 in an emergency
or 101 for non emergency
NSPCC 0808 800 5000
Childline 0800 1111

What a School Must Do

A child should be able to go to school and feel safe so that they can achieve their very best.

- Anybody who works or volunteers at this school will be checked to make sure they are safe to work with children and then trained in child protection and safeguarding and what to do if they are concerned.
- The school has a Designated Safeguarding Lead (DSL) for Safeguarding, who has had extra training to know what to do when a concern is brought to them.

The DSL is Mrs Emma Burton
with Mrs Fiona Pollard

The Anti-Bullying Champion is: Mrs Sallie Hawkins

The E-Safety Champion is: Mrs Emma Brookes

What Parents/Volunteers Must Do

- Parents/volunteers should always:
- Feel confident to raise concerns about a child
- Be vigilant and report any concerns
- Know the different types of safeguarding concerns which should be reported to the school
- Follow the volunteer code of conduct

Our values guide us.



What is Safeguarding?

All children and young people need to have trusted adults around them to make sure they are kept safe from harm by other people or from hurting themselves. It is also about taking action to enable all children to have the best possible outcomes.

How can this be done?

We should ensure that all children and young people:

- are well cared for
- are healthy
- are safe
- have the best chances in life
- people working with children and young people are safe and suitable to do so
- places where children and young people go are safe

Safeguarding is also about ...

- giving support to children, young people and their families
- getting other people to help if necessary
- Early Help - Early identification and intervention if a child or young person needs help
- knowing what to do if you're worried about a child or young person
- recognising if a child or young person is at risk of harm or abuse
- taking action to protect the child or young person.

Safeguarding is about working together to prevent harm or abuse happening.

Everyone is responsible for safeguarding children and young people.

Safeguarding Concerns

Emotional – a child's emotional state can be a clue that something is not right. Report any concerns about emotional health and wellbeing to the DSL.

Physical – staff and volunteers should report any signs of physical abuse to the DSL immediately.

Online Safety - the school recognises that technology plays an important role in the education of children and is committed to safeguarding children in the virtual world. We strive to keep children safe both in school and at home. School has a duty to follow up online safety concerns that arise out of school.

Bullying - the school takes all cases of bullying very seriously and will work with children and families to try and resolve any problems.

Attendance - attendance is monitored daily and significant absences are always followed up by the school.

Health and Safety - everyone in our school has a responsibility to ensure that it is a safe environment. The school has a clear health and safety policy which everyone must follow. The school have fully trained first aiders to deal with any accidents in school.

Contextual – we want our local community to be a safe place for children to live and play. Report any concerns about areas of risk to the DSL.