

Safeguarding for visitors



Dear Visitor,

Welcome to our school. Once you have signed in, please wear your visitor badge at all times. Always sign out when leaving and return the visitor badge.

Please also be respectful and follow the school's ethos (found at the back of this pamphlet).

Please read the following fire evacuation procedure and familiarise yourself with your evacuation routes

Discovering a fire

Operate the fire alarm immediately via the red fire points located by the main exits. Begin the evacuation of yourself and the children in your care.

Hearing the Alarm

On hearing the alarm; stop what you are doing. Take any children in your care to the nearest fire exit. Go straight to the fire assembly point on the main playground

At the Fire Assembly Point

Report to a member of school staff. If a member of your party is missing, inform a member of school staff immediately

Remember:

- **Do not attempt to manage the fire**
- **Close all doors behind you**
- **Do not stop to collect personal belongings**
- **Do not go back into the building to look for anyone**

- **Do not re-enter the building until the all clear has been given by the Head teacher or Deputy Head**
- **All concerns – record and share with one of the designated safeguarding leaders listed below.**
- **CSE:** Child Sexual Exploitation – form of sexual abuse – manipulate and/or coercing under 18s. Imbalance of power – everyone at risk. Watch for: physical change, marks they conceal, increased online activity, two phones, secretive, withdrawn, new unexplained items. Talk to DSL ASAP

Prevent: Radicalisation = process of coming to support terrorism, Extremism = active/vocal against British Values. Watch for: isolation, low self-esteem, sudden interest in religion and significant appearance change. Raise concerns with Safeguarding Lead and record concern.

- Record of Concern: Sheet kept in staffroom on safeguarding board. Complete and give to DSL to make him/her aware you have completed it. Information shared in Friday morning meeting. Child Protection case = record and file all contact with family/child.

Designated Safeguarding Leaders.

Mrs Westwell: Head teacher

Safeguarding Leader

Miss Hussain: Deputy Head teacher

Back up Safeguarding Lead

Mrs Hodge: Safeguarding Governor

DBS Certificates

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office.

First Aid

In the event of an accident, please advise a member of staff who will enlist the help of a trained first aider. If a member of staff is not present, call the school office immediately. If you have a medical condition which you would like us to be aware of please inform the office on arrival.

Behaviour

When working in school please adhere to the school Behaviour Policy and Code of Conduct. Our policy helps us to create a caring and secure environment in which children can learn and play safely.

Behaviour problems will be dealt with in a fair and equal way, without prejudice to: age, gender, race,

religion, ability, disability or culture

- At Hippings Methodist we want:
- An environment that encourages and reinforces good behaviour
 - A consistent response to both positive and negative behaviour
 - To promote self-esteem, self-discipline and positive relationships
 - A culture of honesty, respect, consideration and responsibility
 - All pupils, parents and staff to understand the expectations and strategies of our behaviour policy.

Code of Conduct

Do not instigate verbal or physical contact with pupils (this applies both on and off site) unless it is appropriate and a part of an agreed reason for your visits.

Do not respond to verbal or physical contact from pupils. If this occurs, or you have any other concerns about pupil behaviour, then report it to the member of school staff who is working with you.

Do not give any personal information to any pupil, for example your address, telephone or mobile number, email address or personal websites.

Do not take photographs of our children on personal devices, phones, etc.

Do not accept or respond to a student attempting to give you personal information, for example their address, telephone or mobile number, email address or personal websites.

Do not accept physical or verbal abuse from a pupil. DO NOT respond yourself, but report it immediately to a member of staff,

Do not be in an unsupervised one to one situation with a pupil. Unless this has previously been agreed as a result of the work you are undertaking.

Do not be in a room on your own with children with the door closed under any circumstances.

Allegations:

- Any allegations should be reported to the head teacher.
- If the concerns are about the head teacher please inform the Chair of Governors

School Policies

Please visit the school website for further policies for staff and visitors (www.hippings.lancs.ch.uk)

Alternatively, speak to the school office for more information.

Ethos

At Hippings Methodist everyone is expected to uphold our Christian values including: Love, Peace, Respect, Forgiveness, Hope, Thankfulness, Endurance, Justice All staff, parents and visitors should display the characteristics of a good role model.

Confidentiality

Please remember that whatever you see or hear in school is confidential and should not be discussed with others.

Everyone has a responsibility to make sure that all children at Hippings Methodist Primary School are safe.

PLEASE DO NOT:

Decide to do nothing or leave our school without telling anyone, should you have any issues, concerns or information.

Thank you and welcome to Hippings Methodist Primary School



**As a family we do our best with God
in our Hearts
I can do all things through Christ who
strengthens me
Philippians 4: verse 13**