

Security

- All visitors/contractors must sign in at reception on arrival.
- Visitors will be issued with a badge that must be worn and visible at all times.
- Visitors/contractors should produce photo ID, plus a DBS if applicable.
- Visitors are asked to read this leaflet in full on arrival on their first visit.
- Visitors should only go into areas of the school they are permitted to enter.
- Visitors should remain in reception under the are met by and under the supervision of a member of staff.
- Mobile phones should not be used whilst on the school site.
- Photographs are not to be taken.
- Report any unacceptable behaviour to staff.
- All visitors must sign out when they leave.

All staff wear a visible photo ID card on a staff lanyard.

Access to the Internet: All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT policy. Please ask for details.

Toilets: Please ask a member of staff.

Fire and Emergency Evacuation Plan

Full fire safety procedures are available at every fire exit point

If you discover a fire:

- Use the closest break glass point to raise the alarm.
- Exit by the nearest fire exit and proceed to the **Assembly Point: School Playground**
- Call the emergency services on 999.

Upon hearing the fire alarm:

- Exit via the nearest fire exit and walk slowly to the **Assembly Point: School Playground**
- Follow instructions given by the school leader and do not leave the site.

Fire exits located at:

- OFFICE FRONT DOOR
- REAR CLOAKROOM LOBBY
- FRONT LOBBY TO PLAYGROUND
- ARCHED CLASSROOM DOOR WAY LEADING TO PLAYGROUND

Re-entering the building:

You must not enter the building until it is safe to do so, either by confirmation of a false alarm or under instruction from the emergency services.

Castlethorpe First School



Information for visitors

Welcome to Castlethorpe First School

We are committed to safeguarding and promoting the welfare of children. As such we expect all staff, volunteers and visitors to share this expectation.

This leaflet contains information about our expectations of you whilst visiting our school. It provides information about our child protection and safeguarding arrangements, and emergency procedures.

Please keep this leaflet in a safe place so that you can read it again if you need to.

This guidance applies to visitors, contractors and volunteers.

Castlethorpe First School
North Street
Castlethorpe
MK19 7EW

01908 510342
office@castlethorpeschool.co.uk

Types of Harm

Everybody has a responsibility to keep all children under the age of 18 safe. This applies to both the home and school environment.

Harm is identified in four ways:

Physical: This is when a child is deliberately hurt or injured.

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

Emotional: This is 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: This is when a child is not being taken care of by their parents. This can mean poor hygiene, poor diet, not keeping appointments for additional support, not coming to school, or being left at home alone.

For further guidance, the school's child protection policy and safeguarding procedures can be found on the school website under key information/policies.

Safeguarding

If you feel a child may be at risk of harm, **you must inform one of the safeguarding team immediately.** Do not discuss your concerns with the student, and do not carry out an investigation. Our safeguarding team is displayed on the website and noticeboard.

Designated Safeguarding Lead:

Emma Wallace, Executive Headteacher

Deputy Designated Safeguarding Leads:

Rachel Miles, Lead Teacher

Belinda Crompton, HLTA

Laura Brady, PA to Executive Headteacher

Safeguarding guidelines for visitors:

- Do not initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit.
- Do not give any personal information to pupils, such as your mobile number, email or home address.
- Do not give pupils any details of your personal social network accounts or engage in any communication using social networking sites.
- If a pupil makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the Designated or Deputy Safeguarding Lead of your concerns immediately.

First Aid

If you need first aid or feel unwell, please alert the Lead Teacher or the nearest member of staff.

Please report any accidents or incidents to the Lead Teacher.

Health & Safety

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site.

As a visitor to our school, it is essential that you follow any health and safety guidelines that may apply.

By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

Smoking

Our school operates a strict no smoking policy. Please do not smoke anywhere on the school site.

This includes the use of vapes.