

Welcome to  
Calmore Infant School



Information for Volunteers or Visitors in  
School

The School is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment.

The School aims to provide a safe and healthy working environment. If you have any accidents or injuries or have any suggestions that might help this process, please contact reception who will pass them on to the Health and Safety representative.

Safeguarding Guidance for Visitors to the school

Report all concerns to:

- 1 Nicola Cowcher, Headteacher Designated Safeguarding Leader
- 2 Sarah Willes, Deputy Headteacher Designated Safeguarding Lead

our children  our future

## Introduction

Welcome to our school. This leaflet is designed to support you whilst in school. We hope you will find it useful.

## Safeguarding

Calmore Infant School recognises its prime responsibility is to promote and safeguard the welfare of the children. All children have a right to be protected from abuse. Everyone employed and volunteering in school has a responsibility in relation to child protection. If you have any concerns please refer them immediately to the class teacher.

- Do not initiate verbal or physical contact with pupils unless it is appropriate and part of the agreed reason for your visit.
- Do not give out any personal information about yourself - phone number, your address, email or social networking account details.

## Mobile Phones

To protect children, visitors should not put themselves in to a position where their actions can be misinterpreted. Volunteers are not allowed to use mobile phones with recording/photographic devices in the school premises for anything other than making and receiving urgent phone calls. Mobiles **MUST** be switched off and **NOT** used whilst in the presence of children. If you need to make a phone call please do so in the office.

## Security

Please ensure you have signed in at the office and wear a lanyard for fire and security reasons. Please keep bags, laptops etc with you at times on site and keep personal belongings and paperwork safe. You must sign out at the end of your visit

## Confidentiality

Whilst you are in school you need to be aware that anything you see or do with the school, its children or its staff remain confidential and should not be repeated outside school or to other parents. Please share any incidents or concerns you may have with the class teacher. It is their responsibility to take further action if appropriate and refer is to the Designated Safeguarding Leaders (Mrs Cowcher or Mrs Willes) if necessary.

### Smoking

Our school operates a non-smoking policy this includes the grounds and the building. This includes Vape - style equipment and smoking inside a vehicle on site. Please leave the premises before smoking

### First Aid

For all First Aid requirements please contact the office or a member of staff if you are unable to. A trained first aider will be available to help. All accidents, including near misses, must also be reported to the office.

### Equality Scheme

In accordance with our school ethos, we pledge to respect equal human rights of all our pupils. Promoting race and gender equality of opportunity for disabled pupils, their parents/carers, staff and other who may visit or use our school. Please share any concerns you have with the class teacher.

### Children Behaviour

The children should behave politely and follow our school rules at all times. The children are taught to respect all adults. If you feel a child is behaving inappropriately in an unacceptable manner, please inform the class teacher.

### Our Rules

**We are kind and gentle**

**We listen**

**We look after property**

**We are helpful**

**We walk indoors**

**We are honest**

## Physical Restraint

At school we always try to deal with a situation through strategies that seek to de-escalate undesirable or dangerous behaviours. If a situation arises in which a pupil's behaviour may potentially endanger the safety or him/herself, or the safety of others, please seek assistance immediately. Physical restraint **should not be used** except in very exceptional circumstances where there is a high immediate risk or serious injury e.g. preventing a child running into a busy road.

## Health and Safety

All staff and visitors have a statutory obligation to co-operate with the Health and Safety Policy and take care of their own health and safety and that of others affected by their activities by:

- Supporting the schools Health and Safety arrangements
- Ensuring own work area remains safe at all times
- Not interfering with Health and Safety arrangements or misuse equipment
- Complying with all safety procedures whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Report safety concerns to their staff representative or other appropriate person
- Report any incident that was led or could have led to damage or injury
- Assisting investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may cause harm or ill health to others

Premises hirers and community/extended/third party users must report all accidents related to unsafe premises or equipment to the school staff, who will appropriately report and investigate each incident. Incidents related to the users on organised activities are to be reported to them in line with their own reporting procedures.

Location of call points, fire extinguishers and exit routes is available from the office if required

## Fire Safety

### **On discovering a fire**

- Sound the fire alarm by breaking the glass at a call point: these are situated by the fire exits.
- Evacuate the building from the nearest available exit point and go to the muster point (playground)
- Report to the duty officer (Headteacher or representative)

### **On hearing the fire alarm: (a continuous ringing)**

- Immediately the fire alarm sounds, you must evacuate the building via the nearest fire exit ensuring that all doors are closed behind you'
- Do not run or panic.
- Go to the assembly point (on the playground/field depending on where you are in the building. Stay with your class teacher)
- Report to the Headteacher or representative to be checked against the visitor's book or group register.
- Do not return to the building until you are instructed that you may do so.

## Bomb Warnings and threats

In the event of a decision to evacuate the building as a result of a bomb threat, the alarm will be sounded, please evacuate as normal for a fire.

## Disabled visitors

If you are disabled and feel that you may require assistance during an evacuation of the building, please advise reception staff on signing the visitor's book, so that arrangements can be made to assist with you evacuation.