

Welcome to St Luke's CE Primary School

**Please make office staff
aware if you have any
allergies.**

This booklet provides you with important information to keep you safe and also vital information on our procedures that you are expected to adhere to while on our premises in order to keep the children in our school safe. Please take a few minutes to read through this and familiarise yourself with its contents and **keep the booklet with you at all times so that you can refer to it as and when necessary.**

If you have any problems or questions during your time at our school, please ask any member of staff who will be happy to help you.

Interim Headteacher: Miss Katie Marks
Interim Deputy Head: Mr Dan McGill



What to do if you are worried about a child



If you become concerned about:

- Something a child says
- Marks or bruising on a child
- Changes in a child's behaviour or demeanour

Please report these concerns to the school's Designated Safeguarding team:



DSL: Katie Marks



DDSL: Dan McGill



DDSL: Paula Irwin

Alternatively, write your concerns on one of our 'Cause for Concern' forms which you can find in the school office and pass to the DSL or DDSLs. We understand that sometimes people are unsure whether they should report something or not. Our advice would always be that if something makes you feel uncomfortable, then speak to our DSL/DDSL and record your observations.

Children may be abused regardless of gender, culture, religion, social background and those with or without a disability.

What to do if a child discloses they are being harmed

Whilst this can be an alarming situation, it is important that you know what to do in such an eventuality and for you to stay calm and controlled.

You should:

- Listen carefully to the child, particularly what is said spontaneously
- Do not show shock or disbelief
- Do not promise confidentiality. Reassure the child but do not make promises that might not be possible to keep.
- Reassure the child that you will tell the Headteacher who will be able to help them
- Do not interrogate or ask leading questions
- Reassure the child that it is not their fault; stress that it was right to tell
- Record carefully what the child says in their words including how and when the account was given. Also record the date and time and sign the record. Pass to this to the DSL/DDSL
- Be aware of your feelings about abuse and find someone to share your feelings with once the procedures have been completed

What to do if you are concerned about the conduct of an adult during your visit



Immediately inform the Interim Headteacher: Miss Katie Marks

In their absence, immediately inform: Mr Dan McGill
If your concern is about the Headteacher please contact:
e-mail address : HR@pdet.org.uk

Visitors Code of Conduct

- Sign into school when you arrive, sign out when you leave and wear your identification badge at all times, ensuring it is visible
- Treat everyone with respect
- Act as a positive role model at all times and provide an example you would wish others to follow
- Remember that someone else may misinterpret your actions no matter how well intended
- Do not jump to conclusions without checking
- Do not permit abusive activities such as bullying or ridiculing
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others
- Avoid any situation where you are working alone with a child, out of sight of school staff
- Do not make suggestive remarks, gestures or tell sexist, racist or homophobic jokes
- It is best not to do anything for a child that they can do for themselves
- Always tell the DSL/DDSL if a child touches you or speaks to you inappropriately
- Inform a teacher/DSL of any inappropriate behaviour
- Keep all information confidential
- Never share personal information such as telephone numbers, email addresses or social media contacts with a child. If a child tries to share their details with you, inform the class teacher as soon as possible
- Do not smoke or vape anywhere on site (includes the grounds as well as the buildings)
- Photographs—under no circumstances should you take photographs or videos of our children whilst at our school
- Mobile phones—please do not have your phone out or use it during your time in our school. If this is an issue, please speak to a member of staff on arrival

Pupil Behaviour



During your visit you might observe a pupil struggling to manage their behaviour. We would like to reassure you that staff have been trained to manage these situations keeping the child, themselves and others safe. You can help by moving away. Please be aware that a member of staff may ask you to leave the room until the situation has calmed.

Health and Safety

Fire: In the event of a fire alarm, please use the nearest fire exit and make yourself known to a member of staff.

Please make yourself aware of the nearest fire exit to where you are based.

Accidents and illness: All accidents, regardless of severity, need to be reported to a first aider. Staff will inform you of the first aider nearest to where you are based. All accidents will be logged in the accident book.

If you are feeling seriously ill at any time, please report to a first aider.

Toilets: Should you require a comfort break during your visit, a member of staff will be happy to direct you to our adult facilities.

Defibrillator: We have a defibrillator located in the main school office. Our first aiders are trained in the use of this. There is NO code for the defibrillator.

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 in.