

Emergency Procedures

Fire Alarm

Visitors and volunteers must familiarise themselves with the recommended fire exit routes and the fire action notices which are displayed in the rooms and corridors throughout the school.

If the fire alarm sounds:

- Leave the building calmly and promptly using the nearest available exit as shown on the fire evacuation maps.
- Do not return to collect any belongings.
- Proceed to the assembly point on the grass banks by the main entrance gate.
- If you require special assistance in the event of a fire, please inform the school office on your arrival.

Lockdown

In the event of a lockdown:

- Intercom system will be used by a staff member to alert the rest of the school that lockdown procedure needs to commence. Either **CODE 1** or **CODE 2** will be announced.
- A member of SLT or office staff will ensure any staff and children outside are alerted.

CODE 1

- Remain inside the building.
- If outside, return inside.
- Shut all windows
- Lock all doors

CODE 2

- As CODE 1
- Maintain silence where possible.
- Hide under tables/use tables to shield behind.
- Move away from windows where possible.

Safeguarding Team

If you are worried about the safety of a child please speak to a member of the safeguarding team



Mrs Jenni Simmons



Mr Will Low

Co-Heads of School

Designated Safeguarding Leads



Mr Joe Beament
Executive Headteacher

Deputy Designated Safeguarding Lead



Mrs Helen Crossen
SENCO

Deputy Designated Safeguarding Lead



Mrs Kirsten Giles
Safeguarding Coordinator

Deputy Designated Safeguarding Lead



Mrs Leanne Maidment
Safeguarding Governor

BANES Safeguarding Team
Children and Families Duty Team
01225 396111/01225 477929
Out of Hours Emergency Duty Team
01454 615165

St Nicholas Church School



Safeguarding and Health and Safety Visitors and Volunteers

We hope that your visit is an enjoyable experience and you find the environment safe, fun and welcoming. At St Nicholas we recognise and promote our responsibility for Child Protection and Health and Safety

All visitors and volunteers are required to read and act on the contents of this leaflet.



This leaflet contains information about our expectations of you whilst visiting St Nicholas Church School. If you are unclear about anything in this leaflet, please speak to one of the office staff or to a member of the safeguarding team, listed on the back of this leaflet.

Arrival and Departure Procedures

- All visitors and volunteers must sign in at the office.
- All visitors and volunteers must be issued with a lanyard.
- A **RED VISITOR** lanyard is issued to visitors that have all the appropriate safeguarding checks that have been seen by a member of staff.
- A **YELLOW VISITOR** lanyard is issued to visitors who do not have all the relevant school safeguarding checks and **MUST** be escorted by a member of staff at all times.
- Visitors and volunteers must leave school via the main office to sign out and return the lanyard, even if you are due to return to the school again on the same day.

Confidentiality

During a visit, you may see or hear confidential information when you visit, for example, a child's special educational needs. This information must be kept confidential and not shared outside the school.

General

- Mobile devices must not be used within the school premises without prior permission.
- Smoking is not allowed anywhere on the school premises.

Safeguarding

St Nicholas Church School is committed to safeguarding and promoting the welfare of children. All staff, volunteers and visitors are expected to share this common commitment. As an adult working with young children, or as a visitor to the school, you have a duty to act immediately when you have a concern about a child's welfare.

What to do if a child says they are being harmed

- **React calmly.**
- **Listen carefully.** Do not interrupt, ask questions or criticise.
- **Reassure the child** that they are doing the right thing. Be calm, attentive and non-judgmental. Do not promise to keep what is said a secret.
- **Explain** to the child that you must pass on the information if you are concerned about their safety.
- **Do not** ask leading questions or make judgements. **Clarify** and check your concern if you feel that you are not sure, by using **TED. Tell, Explain, Describe.** As soon as you believe there is a genuine issue, ask no further questions.
- **Record carefully** what the child says in their own words including how and when the account was given and any questions which were asked.
- **Immediately**, pass this on to any of the **Designated Safeguarding Leads or Deputy Designated Safeguarding Leads.** These team photos can be found on the back page of this leaflet.

If you feel that a child may be at risk of harm, but are not sure, then inform the DSL or DDSL immediately. They will offer advice and take appropriate action.

If you are concerned about the behaviour of a member of staff/visitor/volunteer, you must immediately inform one of the Co-Heads of School. If your concern is about the Co-Head, this should be raised with the Chair of Governors.

Copies of the school's Safeguarding and Child Protection policy can be found on the school website. [St Nicholas Church School - Safeguarding \(stnicholasschool.co.uk\)](http://stnicholasschool.co.uk). Copies of the Code of Conduct and Whistleblowing Policy can be found: [St Nicholas Church School - Policies \(stnicholasschool.co.uk\)](http://stnicholasschool.co.uk)

Keeping yourself safe

- Be professional. Be careful how you interact with or speak to a child.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others. Do not do anything for a child that they can do for themselves.
- Avoid being on your own with a child, unless your reason for visiting the school dictates that this is necessary. For example, Therapist, Educational Psychologist. If hearing readers as a volunteer, you may use the main corridors, outside of the classrooms.
- Dress appropriately for the role you are performing.

Accidents or Illness

Should you have an accident or feel unwell during your visit, please report to the main school office. If you are unable to make your way to the school office, please inform any member of staff. You may be asked to complete an accident report form.