

Staff Conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

- Immediately inform the Headteacher
- In their absence, immediately inform the Deputy Headteacher
- If you have concerns about the Headteacher please contact the Chair of Governors, Johanna Jennings

First Aid

If a child requires first aid assistance please contact one of the first aid team:



Kelvin Jones – Class Teacher
Matt Adkins - SLT & Class Teacher
Nell Appleton - Class Teacher
Sienna Constantine - Class Teacher
Sally Rix – Class Teacher
Sue Schreur – Office Assistant
Liane Jago – TA
Sharon Cassell – TA
Lisa Clegg – TA
Tina Costen – TA and Wraparound Care
Denise Thomson - TA and Wraparound Care
Kathy West - Creative Arts Leader
Julie Willis – TA/PPA
Conor Langbridge - Site Manger
Hannah Morgan – Midday Meals Supervisor
Tiffany Willis - Midday Meals Supervisor
Grisel Hall - Midday Meals Supervisor
Jess Place - Midday Meals Supervisor/ Wraparound Care

Fire/Emergency Procedures

Any person discovering a fire must operate the nearest fire alarm (the fire service will be called immediately by dialling 999 using the nearest telephone, where appropriate).

On hearing the fire alarm:

- When in class the order to evacuate will be given by the teacher, who will indicate the route to be followed

- When not in class, move in single file to the assembly point via the most direct route
- Remain calm and quiet at all times
- Do not stop to collect your personal belongings



Evacuation plan in the event of an intruder

Any person discovering an intruder in school should immediately make the Headteacher aware. The Headteacher will contact the Police immediately. **Do not attempt to engage with the intruder.**

In class instructions: Close all blinds, close any doors, all children to sit down on the floor in the centre of the classroom. Teacher to remain calm and reassure pupils.

Around the school instructions: Remain calm and reassure all pupils whilst escorting them to the nearest classroom. Once in the classroom follow the in-class procedures.

Playground instructions: Calmly and quickly escort the pupils away from the school buildings. Do not attempt to come in to the school. Assemble in the area and raise the alarm with a member of the public where possible.

Evacuation plan in the event of an incendiary device

Any person discovering a bomb in school/receiving a call advising of an incendiary device on the school grounds should:

- Contact the police immediately by dialling 999.
- Do not attempt to move or tamper with the device in any way.
- When in class, the order to evacuate will be given by your teacher who will indicate the route to be followed.
- When not in class, form a single line and move by the most direct route to the place of assembly.
- Act quietly and calmly at all times.
- Do not stop to collect your personal belongings.

The place of assembly is: The Mount, London Road



Welcome to Ethelbert Road Primary School

Safeguarding Guide

for school visitors and volunteers

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

This leaflet contains information about the expectations of you whilst visiting the school. It gives information about our safeguarding and emergency procedures. Please keep this leaflet in a safe place so that you can read it again if you need to.

We hope you enjoy your time at our school.

**Ethelbert Road Primary School
Ethelbert Road
Faversham
ME13 8SQ
01795 533 124**

office@ethelbert-road.kent.sch.uk
www.ethelbert-road.kent.sch.uk



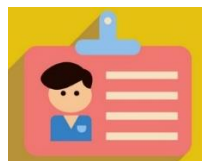
Keeping ourselves safe

- All visitors and volunteers **must sign in and out** at Reception.
- Visitors and volunteers will be issued with lanyard which must be worn and visible at all times.
- Visitors are asked to read this leaflet in full
- Visitors should remain in Reception until under the supervision of a designated member of staff.
- Mobile phones must not be used whilst on the school site.
- Photographs are not to be taken unless by prior agreement.
- There is no smoking allowed anywhere in or around our school.
- Be a good role model to our pupils by being respectful, fair and considerate of others. Remember, children may interpret your words/actions differently to that of an adult.
- Report to staff any unacceptable behaviour.
- When working with a pupil(s), ensure you are visible to others.

Our regular volunteers, staff and governors have a valid DBS check and wear an identity badge.

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

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background, ability or disability. A copy of the schools Safeguarding policy is located in the school office and staff room.



Safeguarding

We all have a responsibility to keep children (under the age of 18) safe, both at home and in school. Harm is identified in four ways:

Physical – when a child is deliberately hurt or injured.

Sexual – when a child is influenced or forced to take part in a sexual activity. This can also be an activity such as a child being made to look at inappropriate images.

Emotional – 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 the children see their parents, or visitors to their home, fighting or using violence.

Neglect – when a child is not being taken care of by their parents/guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school and being left home alone.

REMEMBER: if in doubt – ASK

Central Duty Team: 03000411111 (out of hours 03000419191)

Please do not leave our school without telling someone or doing something.

If a child discloses that they might be or have been subject to abuse:

- React calmly
- Listen carefully to the child, giving particular attention to what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.

- Do not ask leading questions or make judgements. Clarify and check your concern. If you feel that you are not sure, use: tell (T), explain (E), describe (D) as soon as you believe there might be a genuine issue. Ask no further questions as this would compromise further enquiries.
- Only trained Designated Safeguarding Leads should speak to a child to gain further information.
- Reassure the child that they are doing the right thing.
- Record carefully what you have heard in writing and go straight to the Safeguarding team:



Main Designated Safeguarding Lead:
Michele Kirkbride
Headteacher



Deputy DSL:
Lisa Vitiello
DHT/SENCo



Deputy DSL:
Sally Rix
Early Years



Deputy DSL:
Claire Cornall – Mental
Health & Wellbeing Manager



Safeguarding Governors:
David Haigh & Sally Stoker



Ladders

Please do not use a ladder on site until training has been given.

