

Fire Drill

In the event of the fire alarms going off please follow the procedure below. If we are having a practice fire drill we will make you aware of this when you sign in.

Assembly area: Far side of the playground

At the sound of a continuous bell the following procedures must be followed:

1. Children to line up at the fire door in classrooms.
2. All windows and doors to be closed.
3. Children to proceed to assembly area IN SILENCE.
4. Teachers to collect their class register from Administration Staff and establish that all children are present.
5. Teachers to report to the Head Teacher and confirm numbers present in their class.
6. Wait in silence for further instructions.

First Aid

Many of our staff members are trained in First Aid. If you need assistance, please inform a member of staff. Visitors should not treat pupils unless permission has been given. In an emergency do not hesitate to call 999 for an ambulance.

Accidents and Incidents

Please report any accident to the school office.

Internet

All users of the school systems and WI-FI must comply with the school internet policy. Please ask at the school office if you would like the WI FI code.

Mobile phones are prohibited from being used in the school. If you need to use your mobile phone please go to the school reception area.

contact us

For more information on any aspects of this leaflet please contact:

The School Office on 01279 424452

Email: admin@holycross-pri.essex.sch.uk

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**Important Information
For
Visitors & Volunteers**

Safeguarding Keeping who safe?

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play (Keeping Children Safe in Education, DfE 2019)

- All visitors should be prepared to provide formal identification and, where required, evidence of their Disclosure and Barring Service (DBS) check (this may be a letter from an employer to confirm the appropriate DBS check has been obtained)
- All visitors must wear the ID provided upon signing in—this must be worn and kept visible at all times while on site
- Where visitors have parked on school site, they must ensure their registration details are provided when they sign in
- All visitors must sign out and hand in the ID provided when leaving the school site

We take safeguarding very seriously in our school. Everyone in school has a role to play in keeping children safe, although there are certain key people with particular responsibilities

Headteacher:

Mrs Alison Kerrell

Designated Safeguarding Lead:

Mrs Alison Kerrell

Deputy Designated Safeguarding Leads:

Mr Shaun Kelliher and Miss Jenni Wheeler

Governor for safeguarding:

Miss Brenda Scott and Mrs Sheila Underdown

What is Abuse?

Abuse is maltreatment of a child. This may be neglect, any form of physical, emotional or sexual mistreatment that leads to harm or injury, or failure to protect a child from harm. It can happen to any child regardless of their age, gender, race or ability and may be inflicted on the child by an adult/adults or another child or children.

What to do if you are worried about a pupil:

You may observe something or become aware of information about a pupil which concerns you while you are in school. If you do, it is important that you share your concerns with the Designated or Deputy Designated Safeguarding Lead. The school office will make arrangements for you to speak to them if you cannot locate them.

What to do if a pupil makes a disclosure:

- React calmly, listen without displaying shock, disbelief or making judgements
- Do not promise confidentiality—explain that you must share the information with the Designated Safeguarding Lead
- Reassure the pupil, but only so far as is honest and reliable
- Do not interrogate the pupil, ask leading questions or criticise the alleged perpetrator
- Make accurate notes (record the date, time, place, your observations and exactly what the pupil has said)
- Report your concerns immediately to the Designated or Deputy Designated Safeguarding Lead
- Follow the school's Child Protection Policy and procedures at all times

What to do if you have concerns about a member of staff

If you are concerned about the conduct of a member of staff following something you have observed or a disclosure, you must report this to the Headteacher (or Deputy Headteacher in absence of the Headteacher). If your concern is about the Headteacher, you must report this to the Chair of Governors. The school office/Reception will provide contact details for the Chair of Governors if you need them.

What to do to keep yourself safe

- Always speak to pupils calmly and respectfully
- Avoid physical contact with pupils unless you are preventing them from harming themselves or others
- Avoid being alone with any pupil—you should not do so unless there is a specific reason to do so and other staff are aware
- Always tell someone if a pupil touches you or speaks to you inappropriately (record the incident, including the time and date, and give this to the Headteacher/Designated Lead)
- Never exchange personal contact details with a pupil or arrange to meet them outside of the school environment
- Never have contact with a pupil on social media
- Never use a personal mobile phone or camera around pupils
- Never discuss confidential information outside of school or in-line