



Alfred Street Junior School

Rushden

Northants

NN10 9YS

Telephone : 01933 353762

**Information for Volunteers and Visitors
to the school—including Child
Protection and Safeguarding.**

DBS

All visitors to the school will be accompanied unless they have a current Enhanced DBS Certificate which will be checked on arrival.

Arrival

The Reception is located in the main entrance.

On arrival you will be asked to sign the Visitors' Book and will be issued with a Visitors' Badge which you will be required to wear at all times whilst in school.

On departure you will be required to sign out of the Visitors' Book and return your badge and lanyard to the School Office.

Fire Safety and any other emergency evacuation situations

On discovering a fire:

- Sound the fire alarm by breaking the glass at a call point situated around the school by fire exits.
- Evacuate the building from the nearest available exit and go to the designated muster point—the far end of the school playground.
- Once evacuated, report to the duty officer (Head Teacher, Deputy Head Teacher, Assistant Head Teacher or School Business Manager) stating the type of fire and its location.

On hearing the fire alarm:

- Immediately the fire alarm sounds, please evacuate the school via the nearest fire exit ensuring that all doors are closed behind you.. Do not run or panic.
- Assemble by the muster point— far end of the school playground near the basketball post.
- Report to the duty officer to be checked against the Visitors' Book
- Do **not** return to the building until you are instructed that it is safe to do so.

Smoking

Alfred Street Junior school operates a non-smoking policy, this includes the grounds as well as the buildings.

Health and Safety

Safety in school is a priority for all members of staff, pupils and visitors to the school. Alfred Street aims to provide a safe and healthy working environment.

If you do have any suggestions that might help this process, please contact the School Reception who will pass this information onto the Health and Safety Officer.

School Hours — Volunteers

The school gate closes at 8:45am and children go into class for registration ready for a prompt start at 9:00am. Visitors are advised to arrive in good time before the start of the morning session to enable them to liaise with the member of staff they are working with.

Morning break is at 10:40am and the whistle is blown at the end of break at 10:55am for prompt lesson start at 11:00am.

Lunch time is at 11:55am with the end of lunchtime whistle blown at 1:00pm to register at 1:05pm.

School ends at 3:35pm. Any visitors or volunteers that are working in classrooms may need to allow some time after this to enable them to liaise with the member of staff they are working with at the end of the day.

Assemblies

Assemblies are in the large hall as follows:

Tuesday, Wednesday, Thursday and Fridays at 2:20pm

Wednesday assembly is our Guest led assembly.

Disabled Visitors

If you are disabled and feel that you may require assistance please advise the Reception Staff on signing the Visitors' Book so that arrangements can be made to assist you with movement around the building.

Security

Please keep personal belongings and paperwork with you at all times whilst at Alfred Street.

Confidentiality

Confidentiality is very important. Any information you access about individual children must not be discussed outside the school. This includes information about children's home life, issues, academic levels, behaviour and conduct of children within the school.

Mobile Phones

We ask that Mobile phones are on silent whilst in school. If your phone is required to be kept with you in case of a work call or emergency, please make the member of staff you are working with aware.

Cameras and photographs

Photographs are not allowed to be taken of children on your own phone or camera unless permission has been given by the school and parents. No photographs are to go outside of the school.

First Aid

For all First Aid requirements please contact the School Reception. Give the extent of the injury and the location of the person or persons. Our Trained First Aider will be sent to attend. All accidents in school **must** be reported.

SAFEGUARDING

As a visitor to our school, either as a helper, supply teacher or someone who has come to work with our children in any other capacity, it is important that you are aware of our Safeguarding procedures.

As required, we have Designated Safeguarding Leads (DSL) primarily Mrs Kelly O'Connor, in her absence you may need to address any concerns to Craig Butler, Sharon Smith

It may be that you are approached by a child who wants to talk to you about something that has or is happening to them. They will tend to choose someone that they trust or know well and this will not always be their own class teacher. It may be someone that reads with them regularly and with whom they have formed a good relationship.

There may however, be occasions when you have cause for concerns either about marks or bruises on a child, about something that they say or the condition that they are in at school, e.g. dirty, smelly or hungry.

If you are approached by a child wanting to talk:

- Be prepared to listen and comfort.
- Do not show revulsion or distress, however distasteful the events are.
- Stay calm and controlled.
- Do not make false promises, i.e. that you will keep the information a secret or that police will not be involved. Do not promise confidentiality.
- Let the child know at once that it was not his/her fault and keep stating this.
- Reassure the child that they were right to tell, and that you still care for them.
- As soon as possible write a first-hand account of what was said and done on a 'Cause for Concern' form. **Signing and dating the form and handed to the DSL as soon as possible.**
- Make the child aware that their disclosure will be reported only to those who need to know and can help.

Concerns about a child's welfare

If you have concerns about a child's well-being but they have not actually said anything to you, please speak to the DSL.

It is important that you do not feel apprehensive about passing on concerns. This information may be a small piece of a bigger picture and help to get a better understanding of a child's predicament.

There are four categories of abuse:

- **Physical Abuse**
- **Sexual Abuse**
- **Emotional Abuse**
- **Neglect**

Plus three special category concerns

- **Risk of extremism** (Prevent agenda)
- **FGM**
- **CSE**

Guidance for recording information

You should record your concerns, on a Cause for Concern Form, as soon as possible and any note should include the following:

- Nature of your concern.
- What is the evidence that led to the concern.
- What the child said (if a discussion has taken place).
- What you did or said in response (if a discussion has taken place)
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Your notes should be signed and dated then handed to the DSL

It may be that you have a concern which feels vague and would simply like to discuss your concerns with a DSL. If the DSL's are not available please speak to a Class Teacher - all of our staff have received training and will be able to refer the matter on appropriately.

If you have any concerns about the behaviour of any adult in school you should pass these concerns onto Mrs Kelly O'Connor (Head Teacher - DSL) or Rev. Dr. Linnet Smith (Chair of the Governing Body).

SAFEGUARDING

Your responsibility is to refer - not investigate

BEST PRACTICE

- Adults should avoid being alone with a child
- Children should never be left alone in a room without an adult
- If you hear the Fire Bell (continuous), you and any pupils you are working with, should leave the building by the nearest exit and make your way to the playground.
- Any damaged equipment or other hazards should be reported immediately to the Class Teacher, Site Supervisor, School Business Manager or a member of Staff in the School Office.
- There are many First Aiders in school – in case of injury or illness, please ask any adult for help.

DESIGNATED SAFEGUARDING LEADS



Mrs Kelly O'Connor
Head Teacher



Mrs Sharon Smith
Assistant Head
Teacher



Mrs Jenny Appleby
Inclusion Manager