

## 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 Head teacher

Ms Barbara Graham



- In their absence, Immediately inform the Deputy Head teacher

Mr Mathew Safarian



## Fire/Emergency Procedures

All classes /rooms in the school have a fire evacuation map that highlights where you are and the route you need to take to the fire assembly point.

Any person discovering a fire must:

- Activate the nearest fire alarm

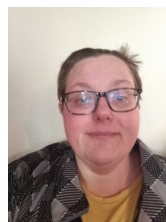
(The fire service will be called immediately by dialling 999).

## On hearing the fire signal

- 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 form a single file and move by the most direct route to the place of assembly.
- At all times act calmly and quietly.
- Do not stop to collect your personal belongings.

## First Aid

**Ms Sarah Brown is Earlsmead's Welfare Officer.**



Alongside Ms Sarah Brown we have other staff members trained in first aid.

If a child requires first aid assistance when in school please contact one of the first aid team.

A list of first aiders is displayed in every classroom as well as a timetable of first aiders on duty each day.



## Safeguarding Guide

**for School Visitors and Volunteers**

**Welcome to Earlsmead Primary School**

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

**Our Designated Safeguarding Lead is Jackie Stangroom.**



Earlsmead Primary School  
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## Keeping ourselves safe

- All visitors **must sign in** at Reception on arrival.
- Visitors will be issued with a badge which must be worn and visible at all times.
- Visitors are asked to read this leaflet in full on arrival on their first visit.
- Visitors should remain in Reception until under the supervision of a designated member of staff.
- Mobile phones are not to be used whilst on the school site.
- Photographs are not to be taken unless by prior agreement.
- Be a good role model to our pupils by being respectful, fair and considerate of others. Remember children may interpret your words/actions differently.
- Report to staff any unacceptable behaviour.
- When working with a pupil/s ensure you are visible to others.
- All visitors **must sign out** at Reception.

## Regular visitors

- Volunteers must sign in at Reception.
- Volunteers must sign out at Reception.

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

If you feel a child may be at risk of harm but are not sure 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, religion, culture, social background ability or disability.

A copy of Earlsmead's safeguarding policy is located in the school office and the staffroom.

## Types of Harm

**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 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 be also when children see their parents, or visitors to the 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

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

If a child discloses they might be subject to abuse:

- **React calmly**

- **Listen carefully** to the child, particularly 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 judgments. Clarify and check your concern if you are not sure, by using, for example, tell **(T)**, explain **(E)**, describe **(D)**, but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.
- **Reassure** the child they are doing the right thing.
- **Record** carefully on a Pink Form (found in the staffroom) what the child has said in their own words including how and when the account was given. This must then be dated and signed and immediately passed to one of the Safeguarding Team.

## Designated Safeguarding Lead

Mrs Jacqueline Stangroom

## Deputy Designated Safeguarding Lead

Mrs Catherine Fennell

## Other staff on the Safeguarding Team are:

Sarah Redmond, Learning Mentor,

Barbara Graham, Head teacher and

Mathew Safarian, Deputy Head teacher