

## **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 senior teacher in school.

## **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, when appropriate)

### **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 quietly and calmly.
- Do not stop to collect your personal belongings.

## **First Aid**

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

Julie Currie



Hayley Bramley



Jodie Thurman



Nicola Brown



Laura Bradley



Louise Udall-Waring



## **Evacuation Plan in event of an intruder**

Any person discovering an intruder in school should immediately make the Head Teacher aware.

*The Head Teacher to contact the Police immediately by dialling "999" using the nearest telephone.*

### **Do not attempt to engage with the intruder**

#### **Once aware of an intruder alert -**

##### In-class Instructions:

Close all blinds, close any doors, all children to sit down on the floor in centre of classroom

Teacher to remain calm and reassure all 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.

Play Ground/Playing field instructions: Calmly and quickly escort the pupils away from the school buildings. Do not attempt to come into the school at the park at the top of the school field and raise the alarm with a member of the public where possible.

## **Evacuation Plan in 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:

Ring the hand held school bell (located in the hall)

Contact the Police immediately by dialling "999" using the nearest telephone.

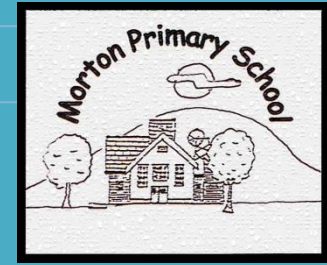
### **Do not attempt to move or tamper with the device in any way**

#### **On hearing the bell**

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

The place of assembly is in front of the security fencing at the car park (top of playground).



## **Safeguarding Guide For School Visitors and Volunteers**

### **Welcome to Morton Primary School**

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

This leaflet contains information about our expectations of you whilst visiting the school. It gives information about our Safeguarding and Emergency Procedures. Please keep the 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.

## **Morton Primary School**

Main Road

Morton

Alfreton

Derbyshire

DE55 6HH

[info@morton.derbyshire.sch.uk](mailto:info@morton.derbyshire.sch.uk)

[www.morton.derbyshire.sch.uk](http://www.morton.derbyshire.sch.uk)

## Keeping ourselves safe

- All visitors must **sign in** at Reception on arrival.
- Visitors will be issued with a badge that 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 Volunteers

- 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 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.

## 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 be a physical activity or non-physical, e.g. being made to look at an inappropriate image.

**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 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 or 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 judgements. Clarify and check your concern if you feel that 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.

Only trained investigators should question a child. **Reassure** the child that they are doing the right thing.

**Record** carefully, on the specific safeguarding Form (found in the school office) what the child says 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.

## Our Safeguarding Team

### Our Designated Safeguarding Lead:

Mr Kevin Flint - Headteacher



### Deputy Safeguarding Lead:

Mrs Jo Ward

Senior Teacher/SENCO

