



West Kidlington

Primary & Nursery School

Be kind, give your best!

INFORMATION FOR VISITORS

Safety information while at West Kidlington

Welcome to West Kidlington School. We all recognise that our purpose is to provide the very best quality learning experience for each child within a safe, secure and happy environment where mutual respect is paramount.

As a visitor to our school we would ask that you support us to achieve our purpose and to this end would ask that you follow the guidance points below.

On Arrival

Please ensure that you:

- Show proof of identification on arrival
- Sign in and out of the building and wear your visitor lanyard for the duration of your visit
- Familiarise yourself with safeguarding and child protection procedures – please speak to a member of staff if you are unsure.
- If you have a concern about a child during your visit please speak to a member of our safeguarding team.

If you are going to be working unsupervised with pupils at any point during your visit, you must have an enhanced DBS check and barred list check.

Please provide this information to the office on arrival. If you do not have a DBS or barred list check then you must always be accompanied by a member of our staff.

Only adults who have a barred list check in addition to an enhanced DBS check are allowed to work unsupervised with pupils.

If you have a concern about an adult during your visit please contact.



Deputy Designated Safeguarding Lead

Simon Isherwood
Principal

T: 01865 373369

E: head@west-kidlington.oxon.sch.uk

If you have a concern about the Principal during your visit please contact.



Chair of governors

Charlotte Christie

T: 07811 938741

E: head@west-kidlington.oxon.sch.uk

If you have concerns about poor or unsafe practice and potential failures in the school's safeguarding regime you must raise this with the Head teacher before leaving the site.

If you feel unable to raise a concern with the Head teacher or feel that your genuine concerns are not being addressed, the NSPCC whistle-blowing helpline is available to you.

Confidentiality

- You must not give your personal contact details to children for example, e-mail address, home or mobile telephone numbers, details of web based identities.
- You must not have pupils at the school as friends on any social networking site account.
- You should refrain from discussing/ commenting on individual pupils, school information or staff outside of the school (including on social network site accounts).
- You should refrain from taking photographs of pupils (unless this has been agreed with the Head teacher and is part of the purpose of your visit). If you are asked to take a photo please ensure that you use the school camera

Use of personal mobile phones

All staff and adults working in / visiting the school are not permitted to use personal mobile phones in any areas of the school, with the exception of the staff room. We would ask that phones are switched off or put on silent and stored securely.

Support the school's Values PACT (BE KIND, GIVE YOUR BEST) by being respectful and considerate towards members of the school and local community (see Values Pact in school entrance)

In the event of a fire

If you hear the fire sound (continuous ring), report to the fire assembly point on the playground. If you are working with children/ pupils lead them to safety in a calm and purposeful manner and inform a member of the school staff so that registers can be taken.

In the event of a Lockdown drill

If you hear the lockdown alarm (pulsing ring), go to the nearest room, close the door/ window and blinds (if you can), get down into a safe place (out of sight if you can), remain in silence and try to stay calm. Wait for further instructions via the school tannoy system.

Professional Conduct

- Do not touch, put your arm around, push or grab students unless it is to protect them from hurting themselves or others (such as a fight or a tantrum.) You must not put yourself at risk of injury if a pupil has lost their temper and plans to run out of a room; do not stand in their way, let them go then inform a senior colleague immediately. Follow Team Teach process and procedure.

- Never interview a child alone and always have the door open. If there is an issue with uniform or jewellery having to be removed, or a student is to be searched, a member of staff of the same sex as the pupil should do this. Particular care needs to be exercised in changing rooms, showers and toilet areas and staff should never use student toilets.
- Avoid confrontation with children; always try to diffuse situations. Do not shout in a rude manner in order to humiliate a child: be firm and calm, and criticise the behaviour rather than the child.
- If any allegations are made against you, stay calm and report the matter to the Principal immediately. Make notes of what happened in case the matter has to be investigated further.

All relevant policies, procedural information and forms can be found in the staffroom on the safeguarding noticeboard. If you have any questions at all, don't hesitate to speak to Jo Simpson (Designated Safeguarding Lead) or any other member of the Safeguarding Team.

Code of Conduct for Visitors and External Staff.

I understand that I should ask for clarification of any points I am unsure about.

I agree to follow the expectations laid out here.

Name:

Signed:

Date:

West Kidlington Safeguarding

For our safeguarding information please see The West Kidlington Safeguarding and Child Protection Procedures Leaflet which is available from reception.