

### Key Contacts

#### **Headteacher**

Mrs Rebecca Holland

#### **Senior Teacher**

Mrs Alys Blades

#### **Designated Safeguarding Leader**

Mrs Rebecca Holland

#### **Deputy Designated Safeguarding Leaders**

Mrs Zara Chantler & Mrs Alys Blades

#### **Health & Safety**

Mrs Rebecca Holland

#### **Chair of Governors**

Mr David Harrington

Spofforth CE Primary School

School Lane

Spofforth

HG3 1BA

01937 590655

[admin@spofforth.n-yorks.sch.uk](mailto:admin@spofforth.n-yorks.sch.uk)

<http://www.spofforth.n-yorks.sch.uk/>

**SAFEGUARDING IS EVERYONE'S RESPONSIBILITY**

### **Accidents**

Accidents must be reported to the main school office where the appropriate forms can be completed.

### **Fire Alarm**

If the fire alarm sounds, please make your way out of the building calmly and promptly following the green FIRE EXIT signs.

### **Smoking**

Smoking is not permitted on any part of these premises. We respectfully ask you are well clear of the premises before smoking.

### **Allegations and Low Level Concerns**

Allegations against staff, including low level allegations, should be reported to the Headteacher. If the concerns are about the Headteacher, please inform the Chair of Governors.

**Please report any child protection, safeguarding and health and safety concerns to the school office immediately.**

**PLEASE DO NOT LEAVE OUR SCHOOL WITHOUT SHARING A CONCERN ABOUT A CHILD OR AN ADULT IF YOU HAVE ONE.**

[NYSCP \(safeguardingchildren.co.uk\)](http://safeguardingchildren.co.uk)



## **Welcome to Spofforth CE School**

Part of the Federation of Follifoot & Spofforth CE Primary Schools

## **A Guide for Visitors and Volunteers**

## **Safeguarding & Health and Safety**

Follifoot School recognises and promotes its responsibilities for Children Protection, Safeguarding and Health and Safety.

## Visitor Procedures

All visitors must sign in at the main school office

- All visitors will be issued with a visitors badge which must be displayed at all times
- Visitors may be asked to provide identification
- Visitors may be asked to remain under the supervision of a designated member of staff
- All visitors must sign out at the main office before leaving

Visitors wishing to see a particular member of staff should contact the office to make an appointment. If you are seeking an urgent appointment please report to the main office and we will arrange for you to see a member of staff.

**Please remember to sign out and return your visitors badge to the main school office before leaving the site even if you are due back the same day.**

## E-Safety

**Mobile Phones:** to protect our children and our visitors please keep your mobile phone in your possession and out of sight during your visit. If you need to make use of your mobile phone during your visit please go to the school office.

**Photographs:** under no circumstances should you take photographs of our children whilst at our school unless you have specific agreed prior permission from the Head Teacher.

## Child Protection

Our children are frequently reminded about personal safety and child protection issues. If staff or children approach you, please confirm you are visiting the school and show them your visitor badge.

Should you have a Child Protection concern please report this to the Main School Office immediately so they may inform the appropriate designated person.

Child abuse can happen to any child regardless of gender culture, religion, social background and those with or with additional needs or disabilities.

## Visitor & Volunteer Code of Conduct

- Be kind, treating everyone with respect.
- Act as a positive role model at all times, displaying high standards in the use of language, manner and punctuality.
- Remember someone else may misinterpret your actions no matter how well intended.
- Inform a member of staff of any inappropriate behaviour.
- If working with a class please follow the instructions and direction of the class teacher at all times.
- Ensure you are visible to a member of staff if working with children.
- Never share personal information with a child. If a child tries to share personal information with you please inform the class teacher.
- Do not leave equipment or personal belongings unattended
- Keep information confidential

## Health & Safety

**Fire:** Please make yourself aware of the nearest fire exit when you arrive. In the event of a fire alarm please use the nearest fire exit and make your way to the playground at the back of school making yourself known to a member of staff.

Do not re-enter the building until you are informed it is safe to do so by a member of staff.

**Accident & Illness:** Should you have an accident or feel unwell during your visit, please report to the main school office. If you are unable to make your way to the office please inform a member of staff. All accidents will be logged.

**Comfort Break:** Should you need a comfort break during your visit a member of staff will direct you to the appropriate facilities situated opposite the school office.

## Pupil Behaviour

During your visit you will see a great number of pupils demonstrating excellent behaviours for and attitudes to learning. As an inclusive school we welcome and support a number of pupils who may find managing their behaviour a challenge. We would like to reassure you that staff have been trained to manage these situations, keeping the child, themselves and others safe. You can help by moving away. Please be aware you may be asked to leave the room until the situation has calmed.

A full copy of our Safeguarding and Child Protection Policies are available on request to the School Office