

Fire Procedures

Should the fire alarm go off please make your way out of the building following the fire exit signs. All rooms in the school have a fire exit plan displayed on the wall. Depending upon where you are when the alarm sounds there is one fire evacuation point; on the main playground at the rear of the school and by the boundary fence. Please make yourself known so that we are able to account for your presence.

Health & Safety

First Aid

First Aid kits are situated at various points throughout the school. Please speak to a member of staff should you require a First Aider.

Housekeeping

Health and Safety is the responsibility of all individuals. Please work with us to maintain a healthy and safe environment by informing the school office of any issues and exercising good standards of housekeeping.

Further Information

Please refer to our Child Protection and Safeguarding Policy and Staff Code of Conduct (available on the school website, or the school office).

www.stbrendansprimaryschool.co.uk

Additional guidance is available from:



[http://](http://www.northamptonshirescb.org.uk/)

www.northamptonshirescb.org.uk/

Independent advice and guidance is available from :



**St Brendan's
Catholic Primary
School**

Safeguarding Children

A Guide for Visitors &

Volunteers

Designated Safeguarding Lead

Miss R. MacKay Head of School

Deputy Safeguarding Leads

Mrs L. Brydon Executive Lead

Miss J. Rose

Mrs L. Barron-Edgley

Miss P. Bell

Miss J. McAuley

Nominated Safeguarding Governor

Mr Brian Sweeney



Safeguarding Children at St Brendan's Catholic Primary School



Statutory requirements

The single most important duty of anyone visiting or volunteering at our school is ensuring the safety of our children. Not only are these statutory obligations, we want to ensure we create a positive, caring and safe environment in which to learn.

As such a condition of being welcomed as a visitor/volunteer in our school is that we expect you to support us in ensuring that our children are protected at all times. To do this we ask you to:

- Make sure you know who the Designated Safeguarding Lead and Deputies are in the school.
- Be aware of the ways you can report any concerns.
- Agree to abide by our Code of Conduct for visitors and volunteers.

The key information is in this leaflet but please look at our website or speak to one of the DSL's for further information if you need it.

The different types of abused children suffer are: -

- Physical abuse
- Emotional abuse
- Sexual abuse

Designated Safeguarding Lead

Miss Ros MacKay

Deputy Safeguarding Lead

Mrs Leanne Brydon

Miss Julia Rose

Miss Pamela Bell

Mrs Lorraine Barron-Edgley

Miss Jen McAuley

If you have a concern about any member of our school community please speak to one of the Designated Safeguarding Lead's above.

Cause for concern forms are available in the staffroom (on the safeguarding board) and in the school office.

We understand that people are sometimes unsure whether they should report something or not. Our advice would always be that if something makes you feel uncomfortable then speak to a DSL and record your observations on one of our forms. It is the role of the DSL to decide if any action is needed but we cannot make that the decision if you do not tell us.

Code of conduct

We expect you to:

- Sign in to school when you arrive, sign out when you leave & wear your identification badge at all times;
- Act as a positive role model at all times, displaying high standards in the use of language, manner punctuality and preparation;
- Keep information confidential;
- Inform the class teacher of any inappropriate behaviour;
- Report any concerns about the welfare of any members of our school community;
- Report any concern about a member of staff to the Headteacher;
- Follow instructions given to you by the class teacher, if you are working with children and respect the guidance of the teacher at all times;
- Avoid any situation where you are working alone with a child, out of sight of school staff.
- Never share personal information such as telephone numbers, email addresses or social media contacts with a child. If a child tries to share their details with you, you should inform the class teacher as soon as possible.
- Never to use your mobile phone in a teaching area nor take photographs or videos on a personal device.