

## Dear Visitor,

Welcome to our school. Once you have signed in, please wear your visitor badge at all times. Always sign out when leaving.

Whilst in our school please be respectful of the school's ethos and code of conduct.

At Selston Church of England Infant and Nursery School, we have shared Christian values, guiding all our choices and decisions so that we are a good example to those we serve. Staff, volunteers and visitors to the school act as role models to our children, and as such, their conduct should reflect our values. This is a significant responsibility.

Please adhere to the school's Behaviour Policy, a copy of which can be obtained from the school office. Our policy helps us to create a caring and secure environment in which children can learn and play safely. Behaviour problems will be dealt with in a fair and equal way, without prejudice to age, gender, race, religion, ability, disability or culture.

## School Policies

Please visit the school website for further policies for staff and visitors [www.selston.notts.sch.uk](http://www.selston.notts.sch.uk) alternatively, speak to the school office for more information.

## Confidentiality

Please remember that whatever you see or hear in school is confidential and should not be discussed with others. Everyone has a responsibility to make sure that all our children are safe.

## DBS Certificates

All staff, including supply staff, regular visitors and volunteers require Disclosure and Barring Service (DBS) certificates. This is to ensure that unsuitable people are prevented from working with our children. Advice about DBS certificates is available from the school office.

## Allegations Against Staff

Any allegations should be reported to the Headteacher. If the concerns are about the Headteacher the Chair of Governors should be informed (contact details can be obtained from the office).

## Safeguarding

We are fully committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We promote safe practices for the whole school community through our comprehensive Safeguarding Policy, a copy of which can be found in the staff room.

## The Designated Safeguarding Lead is:

- **Alison Taylor**

## The Deputy Safeguarding Leads are:

- **Rachel Bainbridge**
- **Lynette Hardwick**

To ensure that safe practices are maintained please follow this simple advice;

- **Be alert to clues:** what you see, hear, feel or sense – nothing is too trivial to check out.
- **Question:** question behaviours and look beyond the behaviour.
- **Ask for advice:** if you are unsure about anything speak to a colleague or member of the Designated Safeguarding Team.
- **Refer:** Document all concerns and / or disclosures on CPOMS and speak to the Designated / Deputy Safeguarding Lead. If you do not have access to CPOMS you can speak to a member of staff or obtain a paper concern form from the school office.
- **DO NOT** decide to do nothing or leave our school without telling anyone should you have any issues, concerns or information.

## Health & Safety

We consider health and safety to be of the utmost importance and are committed to the promotion of good practice throughout the school. We have a comprehensive Health and Safety Policy, a copy of which can be obtained from the school office.

Should you have any concerns relating to any incident which has led, or could have led, to damage or injury please report your concerns to the school office who will inform a member of the Senior Leadership Team.

## Fire Alarm

Please read the following fire evacuation procedure and familiarise yourself with your evacuation route as displayed around the school.

**Discovering a fire:** Operate the fire alarm immediately via the points located by the main exits. Begin the evacuation of yourself and the children in your care.

**Hearing the alarm:** On hearing the alarm; stop what you are doing. Take any children in your care to the nearest fire exit. Go straight to the fire assembly point.

**At the Fire Assembly Point:** Report to a member of school staff. If a member of your party is missing, inform a member of school staff.

## Remember:

- **Do not attempt to manage the fire.**
- **Close all doors behind you.**
- **Do not stop to collect personal belongings.**
- **Do not go back into the building to look for anyone.**
- **Do not re-enter the building until the all clear has been given by the Headteacher.**

### **First Aid**

In the event of an accident, please tell a member of staff who will enlist the help of a trained first aider. If a member of staff is not present, call the school office immediately. If you have a medical condition which you would like us to be aware of, please inform the office on arrival.

### **Site Security**

Access to the building is via the main entrance. All staff, volunteers and visitors must sign in and out on arrival / departure and a visitor's badge must be visible at all times. External doors must be closed at all times.

# **Welcome to Selston C of E Infant & Nursery School**



## **Safeguarding Information for visitors**