

Barton St Peter's Church of England Primary School

Health, Safety and Safeguarding Information

Information for volunteers, students, helpers and visitors to the school

We wish everyone who plays a part in education at Barton St Peter's Church of England Primary School to be safe at all times. We also wish to keep our children and staff as safe as possible. It is a great responsibility to work in a school with children and we have set down here a few things that, we feel, will ensure that your time in school is productive yet safe.

1. Confidentiality

At Barton St Peter's we generally treat all visitors, students and volunteers as if they are a member of staff. This means that they may see paperwork with children or staff's names on them and will generally hear staff talking about children.

We take confidentiality very seriously at Barton St Peter's and we do not expect anyone to break the confidentiality of the school. If you are asked something about a child or member of staff by a parent or member of the public then please refer the enquirer to the office or Headteacher.

2. Talking to Children

At St Peter's we try to be positive at all times, talking to children in a calm, quiet manner and calling children by their first name. We encourage the children to follow the school rules and 'catch' children being good rewarding with praise and stickers.

3. Fire Safety

If you hear the fire alarm go off during your time at Barton St Peter's please assume that it is a real fire! Make your way to the nearest exit and wait (on the playground) with the children and staff until you are given the 'all clear' by the Headteacher. Do not attempt to fight any fires, leave the building. Encourage all children to exit the building in a calm and orderly fashion.

4. Manual Handling

Sometimes in their play children ask adults to pick them up or to swing them around. We never do this in school due to safeguarding protocol and the risk to the back. Just gently tell children that this is not what we do.

5. Safeguarding

When you are in school it is likely that you will hear children talking about their lives. There may be a time when a child says something which concerns you. This may be about home. The child should be made aware that you will **NOT** keep secrets. You **MUST** report what has been said to a member of staff. They will make the decision on how to deal with the information. However, it is really important that you pass on any comments that do not sound right to a member of staff. Further, if you see something in school that you feel is not right, or are told anything that makes you feel uncomfortable then it is your duty to pass this on. If you are not happy to speak to the class teacher then please see the Headteacher or Deputy Head. Barton St Peter's has a complete **Safeguarding Policy** which you are encouraged to read. This can be found on the schools website.

KEEPING CHILDREN SAFE IS EVERYONE'S RESPONSIBILITY.

Please sign to say that you have read the above instructions and that you understand them. If you have any queries or worries then please ask.

Name Signature Date

Approved by the Governors: October 2016