

TWERTON INFANT SCHOOL & NURSERY

CODE OF CONDUCT FOR CHILD PROTECTION AND SAFEGUARDING

For your own protection and to safeguard the safety of everyone working in school please comply fully with the following safety and safeguarding procedures.

- On arrival, please report to the school office where you will be given a visitors badge and must sign in/out in the visitor's book. Access to the school should always be via the main school entrance and the school office. This allows the school office to monitor visitor access.
- Visitors are required to wear an identification badge, which should be worn at all times whilst on the school site.
- All visitors should be aware of the possibility that some individuals may seek to obtain unauthorised access to the school premises. Strangers without a badge should be politely challenged. Fire doors should be kept closed when classrooms are empty (e.g. at the end of the day).
- The school operates a policy which does not allow smoking anywhere on the premises or school grounds.
- Staff toilets may be used by adults – children's toilet facilities must not be used.
- For First Aid facilities please contact the school office.
- Visitors must inform the Headteacher prior to commencing any work that might utilise any potentially dangerous machinery; and should also advise him of any materials that might be left on site out of normal working hours.
- The use of radios, mobile phones or any other general smart device including cameras is NOT permitted on the school site where children and staff are working.
- We expect that appropriate behaviour/language should be maintained at all times.
- Adults should not work with children in a room that is isolated from the view of others (e.g. a classroom with the door shut).
- Adults should refrain from actions that might be construed as inappropriate touch.
- Should any member of staff have any concerns with regard to child safety or welfare they should report these concerns to Mr Samios (Headteacher) or Mrs Patterson (Deputy Headteacher) as soon as is practicable.
- The fire alarm can be distinguished as an uninterrupted sounding of the school bell. On hearing the fire bell visitors should ensure that they leave the building via the nearest fire exit. Fire exits are clearly identified by the appropriate illuminated green signs. In the case of an emergency evacuation the assembly point is the bottom playground for all classes.
- Confidential information about children, families and members of staff must be preserved and not shared or discussed outside of school, unless for Safeguarding reasons (refer to DSL)
- You have a personal responsibility to comply with the Local Authority and school safety policies in order to ensure your personal safety and that of all the children and adults working in our school. These will be made available for your inspection on request.

Thank you for your kind co-operation – we hope you enjoy your time in our School.

Signed(Visitor/Volunteer/Student) Date

Name (print):.....

Signed Class Teacher / Headteacher