

### ST JOHNS WAYS

We expect the children to behave with:

- Respect
- Love
- Trust
- Justice
- Friendship
- Hope
- Pride
- Health

### REWARDS

All adults will use the following systems:

- House Tokens (issued for good manners, golden rules being followed, good answers, good effort, good learning power, good 'Values for Life' being shown)
- Ready-made certificates

### ADULT CODE OF CONDUCT

We expect ALL adults to behave in the following manner:

- With respect and kindness towards the children
- Modelling the WAYS
- With respect towards other adults
- With professionalism

### REMEMBER

- Not to use personal digital equipment (e.g. mobile phones, i-pads)
- Not to be alone in a room with a child – you should protect yourself from any potential allegations
- Not to use foul or abusive language
- Wear appropriate clothing (no low-cut tops or short skirts, always wear a top)
- Not to smoke or drink alcohol on the premises

### PROTOCOLS

- ALL visitors are expected to sign-in and sign-out in the visitors log in the Foyer.
- ALL visitors are required to wear a visitor's identification badge.
- ALL visitors are expected to show the appropriate identification, and where appropriate their DBS clearance.
- ALL CONTRACTORS are expected to show their method statements & risk assessments to the School Business Manager or Headteacher before commencing work.

### SUPPLY TEACHERS

- Ask for access to the SIMs class register
- Check the SUPPLY TEACHER notes for information for the day for that class
- Mark the work indicating SUPPLY
- Complete a 'feedback' form

## St John's CofE Primary Warminster



## Key information for Visitors and Volunteers

**October 2019**

**Please remember to:**

- **sign-in and sign-out,**
- **show your identification and DBS,**
- **wear a visitors sticker**
- **read this document**
- **familiarise yourself with the 'signs' to look for when safeguarding children and the KCSiE Part 1 document – copy available.**

### TIMETABLE

**8.40am** = Gates & Class open

**8.55am** = Register

**9.00am** = Register closes and Jump-Start-Johnny time

**9.05–9.25am** = Reading

**9.25-10.30am** = Maths

**10.30-10.35am** = Snack Time

**10.33-10.50am** = Playtime

**10.50-11.10am** = Phonics / SPAG

**11.10-12.15pm** = English

**12.15-1pm** = Lunchtime

**1pm** = Collect Pupils from classroom door to playground and Register in class and everyone reads in class (ERIC) time.

**1.15-1.30pm** = Assembly in Hall (Tuesdays it is in classrooms)

**1.30pm** Non-Core subjects (class specific)

**3.15pm** = Parents collect their child from Classroom door to playground

**3.15pm** = Please escort children who are doing after school clubs to their club (a list is in the classroom)

**Wet playtimes are supervised by the class teacher in classrooms, wet lunches by MDSAs**

### FIRE ALARMS

- If you hear the Fire Alarm please escort the children through the nearest available exit to the Playground.
- DO NOT RUN.
- The Fire Assembly point is on the curved edge of the playground next to the wooden playtrail.

**REMEMBER TO TAKE THE CLASS REGISTER AND MEDIC PACK.**

### CHILD PROTECTION PROCEDURES

#### Who to report to

Please report any concern or disclosure from a pupil or adult to:

- Designated Safeguarding Lead = Berkeley Basinger-Adams (Headteacher)
- Or in his absence the Deputy Designated Safeguarding Leads = Charlotte Walker

#### Key Principles

If you are told anything, witness anything, or 'feel' something is not right – then report this to the personnel above.

#### There are four categories of abuse

- *Physical abuse*
- *Sexual abuse*
- *Emotional abuse*
- *Neglect*

#### But please also look out for the following:

- *Radicalisation (religious or home-grown)*
- *Sexualised Behaviours not appropriate to age – please see the BROOK TRAFFIC LIGHT*
- *Concerns over FGM (Female Genital Mutilation)*
- *Concerns over CSE (Child Sexual Exploitation)*

If you spot the signs of any of these forms of abuse (**up to date 'signs' to look for sheets are on the safeguarding board in the staff room**) please report your concerns to the DSL / DDSL personnel .

#### Disclosure of abuse by a child

It is important that you do the following:

- Listen but stay calm
- Make notes (on a piece of paper – these can be transferred to a Welfare concern form later)
- Do not question if you believe it is a safeguarding issue...**the child should not be interviewed**....you can use the 'TED' approach saying "can you TELL me about what happened, can you EXPLAIN what happened, can you DESCRIBE what happened"
- Tell the child they have done the right thing but that to keep them safe you MUST tell the DSL / DDSL.

#### Guidance for recording information

You should record your concerns as soon as possible and any note should include the following:

- *The nature of your concern;*
- *what is the evidence that led to the concern;*
- *what the child said (if a discussion has taken place) and,*
- *what you did or said in response (if a discussion has taken place)*

**PLEASE USE THE WELFARE CONCERN FORMS AVAILABLE IN THE STAFF ROOM**