

Mobile Phones:



To protect our children we respectfully ask that you do not have your phone out or use it during your time on the school premises. If this is an issue please contact a member of senior staff on arrival.

Photographs:



Under no circumstances should you take photographs of our children whilst at our school.

Safeguarding Staff

Designated
Safeguarding Lead:

Mrs Deborah Thompson



Co-Head Teacher

Senior Designated
Safeguarding Lead:

Mrs Sue Gentry

Assistant Head Teacher



Deputy Designated
Safeguarding Lead:

Miss Michelle Davidson

Co- Head Teacher



Family Support Worker:

Mrs Florette Francis

Designated Safeguarding Lead



Attendance &
Safeguarding Officer:

Mrs Michelle Day

Designated Safeguarding Lead



Safeguarding Governor: Mr Pete Lightfoot



School Visitor Safeguarding Guide

***Welcome to St. Andrews
CEVA Primary School.
This leaflet contains
important information for
you as a visitor to our
School and we would ask
you to read it carefully and
carry it with you for
reference.***

Signing in and Out

We expect all visitors to sign in using the Signing In Screen which is located in the main reception, before entering the school. All visitors must sign out when leaving the premises.

Visitors will be given a sticker which they need to wear at all times and must be clearly visible.

Evacuation Procedures

The Fire Officers are the Head Teacher and the School Business Manager

The school evacuation alarm is a loud repeating sound. Every room in the school should have an evacuation procedure on the wall for reference. The meeting point for all pupils, staff and visitors is on the School playground next to the playing field. If you hear the alarm, please make your way to the meeting point: fire exits are clearly marked. The School Administration Officer will collect the tablet for all persons recorded on site. You will be told when it is safe to return to the building. If you come across a fire, or smoke, please alert others by hitting a break glass point to activate the alarm.

First Aid and Health Support

Most school staff are first aid trained.

In the event of you needing first aid, please speak to any adult who will be able to help you. There is a designated Medical Room in the corridor opposite the main office.

All staff are trained to administer an epi-pen injection to anyone who require this.

Mrs Riggins and Mrs Hodges are responsible for administering prescribed medication to pupils at the request of parents on completion of a form.

The inhaler for a pupil with asthma is kept in the pupil's classroom.

Visitor Code of Conduct

Treat everyone with respect

Provide an example you would wish others to follow

Avoid physical contact with children

Always tell someone if a child touches you or speaks to you inappropriately

Mobile phones are not to be used while on school premises

Photographs must not be taken of any pupils or staff members

What do I do if I am worried about a child?

If you become concerned about:

- Something a child says
- Something an adult says or does
- Marks or bruising on a child
- Changes in a child's behaviour or demeanour

Please report these concerns to a member of staff, who will pass the information onto one of the Safeguarding Leads and you may be asked to complete a Cause for Concern form which are located in the main school office. These will be forwarded to the Safeguarding Team.

Child Protection and Welfare

The Designated Safeguarding Lead for Child Protection is the Assistant Head Teacher, Mrs Sue Gentry. In her absence, the Head Teachers; Debbie Thompson and Michelle Davidson are also trained designated adults.

Should you have any concerns relating to the welfare of a child, or become aware of any child protection issue, please come directly to the office and ask to speak immediately to Mrs Gentry.

A copy of the school's Safeguarding and Child Protection Policy is available on our website or ask at the school office for a hard copy.