

St Alban's C.E Primary School Safeguarding Information

Thank you so much for giving your time to the children at St Alban's Primary School.

This document gives you information about first aid, child protection, DBSs, absence and fire alarms.

If you have any queries regarding your role, please ask the school office. If they cannot answer the question please ask them to e-mail me and I will get back to you as soon as possible.

Thank you

Jayne Andrews

St Alban's C.E. Primary School

First Aid

If a child has an accident whilst with you please return them to class where a member of staff will support them. The member of staff will treat the injury. All accidents will be recorded in on a medical slip and uploaded onto medical tracker and a letter sent home for all head injuries. All head injuries must be reported to the DSL immediately and a phone call made to the parents.

School qualified first aiders are:

Teaching Assistants: Yvonne, Nilufa, Kamal, Hesni

Admin Officer Hanan Salih

Teachers: Irsa

If in any doubt over a child's injury call a member of staff who will locate a First Aider. Do not move the child.

If a child feels ill they should be taken to the school office or returned to class.

Medicines

Inhalers for asthma are kept by the child or in a secure but accessible place within the classroom, epi pens are kept in first aid drawer of the classroom and in the school office.

Identity tags

All staff employed by the school wear their identity tag at all times. This is to ensure that staff employed by the school can be easily identified. We expect all volunteers to wear a visitors tag clearly.

Visitors and Helpers in school

Visitors to the school must respect all aspects of confidentiality. Care must be given to the safety of the children at all times. Visiting adults must never be left alone with a child or group of children in a shut off space.

DBS

When you start working or volunteering, you need to apply for a DBS. You cannot start until this is done and your number is recorded by the school. We still like to see a copy of the DBS.

Absence

If you cannot attend your work or volunteering session please email admin@stalbans.camden.sch.uk clearly stating the child you read with or your role in the school.

School website

Our website www.stalbanscamden.co.uk will inform you of life in the school. There is a calendar section where we aim to put all school trips.

Please check the school website before arriving in case your class is on a trip. Occasionally we forget to put a class trip on the website and do not manage to send an email. I whole heartedly apologize if you arrive and your class is not there. Please, if you have the time, return to the school office and ask if you can have another child or group from another class for a one off session.

Dress and conduct

Staff and volunteers should dress professionally at all times, showing respect for the community and profession in which they are working.

The dress code of the school is as follows:

- Smart
- No shorts above the knee to be worn
- No tops which reveal the stomach
- No low cut tops
- No strappy tops
- If jeans are to be worn, they must be smart, not torn or have holes in them

Fire Emergency Plan for St Alban's Primary School

The bell to evacuate the building is a long continual electric bell. It is tested every Monday morning for 1 second between 8:00 – 8:30 am. If it is heard at any other time, leave the building immediately.

IF YOU DISCOVER A FIRE

- Operate the Fire Alarm. Keep calm
- Leave the building with your class or group of children.
- Tell the Head teacher or Office staff what you have seen so fire brigade can be called.
- Do not go back into the building.

ON HEARING THE ALARM

- Tell your child to walk to the KS2 playground – do not let them return to class.
- Ask your child to line up with their class.
- Please stand at the top of playground
- Await dismissal by Head of School.

All children should be silent during a fire drill and should not run.

Staff/Volunteers should not use extinguishers. Your responsibility is to help children out of the building as calmly as possible.

Safeguarding and pupil welfare

If you think that a child may be involved in any issue under the umbrella of child protection, you must act **immediately** by reporting your concerns to the Head of School (child protection officer) Jayne Andrews and in the absence of the Head of School, the Assistant Headteacher, Fiona Daly. Please do not leave the school until you have shared your concerns. You will need to record your concern in writing on a pink form, date and sign the form which the office will give you.

Categories of child abuse:

Physical abuse
Sexual abuse
Emotional abuse
Neglect

Never promise to keep a secret. If a child makes a disclosure:

- It is your job to believe the child
- Take the child seriously. Do not ask leading questions. Let the child take the lead-try not to interrupt
- Be open minded
- Don't make promises you cannot keep

The school child protection policy outlines our whole school approach to this issue.

Supporting a child who has a concern

Receive	Listen. Accept
Reassure	Stay calm. Do not promise confidentiality. Empathize.
React	No leading questions, no judgements. Explain what you will do next. Inform the designated person for Child Protection. Keep in context.
Record	On our pink form, be objective. Use child's words.
Support	Give child time and safe place

Mobile Phones

Please do not use mobile phones inside the school.

Gate and doors

Always shut the green gate and both doors on your way out please.