

## Staff Conduct

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

- ◆ Immediately inform the Head Teacher, Alex Craig
- ◆ In their absence, immediately inform the Deputy safeguarding teacher, Sara Ridge

In the event that your concern is about either of the above please refer to the Whistle-blowing policy which can be located on the school website or on safeguarding board in the staffroom.

## Fire/Emergency Procedures

Any person discovering a fire must:

- ◆ Operate the nearest fire alarm.

*(The fire service will be called immediately by dialing "999" using the nearest telephone, when appropriate)*

### On hearing the fire signal:

- ◆ When in class the order to evacuate will be given by the teacher, who will indicate the route to be followed.
- ◆ When not in class, form a single file and move by the most direct route to the place of assembly (the school playground).
- ◆ At all times act quietly and calmly.
- ◆ Do not stop to collect your personal belongings.

## First Aid

If a child requires first aid assistance when in school please contact one of the first aid team.



Ms Beesley Mrs Gibbs Mrs Legg Miss Johns  
(Pediatric/General) (General) (General)

## Evacuation Plan in event of an intruder

Any person discovering an intruder in school should immediately make the Head/Deputy headteacher aware.

*The Headteacher/deputy headteacher to contact the Police immediately by dialing "999" using the nearest telephone.*

### Do not attempt to engage with the intruder

### Once aware of an intruder alert -

#### In-class Instructions:

Stay calm and:

- ◆ Close and lock all doors, windows and blinds
- ◆ Turn off lights – including laptops and SMART boards
- ◆ Out of sight, get under tables and hide – care required
- ◆ Silent – no noise
- ◆ Endure, be patient and wait until an adult says otherwise

Around the School Instructions: Remain calm and reassure all pupils whilst escorting them to the nearest classroom – once in the classroom follow the in-class procedures.

## Evacuation Plan in event of an incendiary device

Any person discovering a bomb in school/receiving a call advising of an incendiary device on the school grounds should:

Follow fire drill procedures.

Contact the Police immediately by dialing "999" using the nearest telephone.

Do not attempt to move or tamper with the device in any way

### On hearing the bell

When in class the order to evacuate will be given by your teacher, who will indicate the route to be followed.

- ◆ When not in class, form single file and move by the most direct route to the place of assembly (the school playground).
- ◆ At all times act quietly and calmly.
- ◆ Do not stop to collect your personal belongings.
- ◆ Do not attempt to pass others on your way to the place of assembly

The place of assembly is: the school playground and then moving onto United Methodist Church Fourlanes.



# Safeguarding Guide for School Visitors and Volunteers

Welcome to Pencoys School

We are committed to safeguarding and promoting the welfare of children. As such we expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. It gives information about our Safeguarding and Emergency Procedures. Please keep the leaflet in a safe place so that you can read it again if you need to.

We hope you enjoy your time at our school.

## Pencoys School

Loscombe Road

Fourlanes

Cornwall TR16 6RB

01209 215203

pencoyssecretary@croftymat.org

www.pencoys.cornwall.sch.uk

### Keeping ourselves safe

- ◆ All visitors must **sign in** at Reception on arrival.
- ◆ Visitors will be issued with a badge that must be worn and visible at all times.
- ◆ Visitors are asked to read this leaflet in full on arrival on their first visit.
- ◆ Visitors should remain in Reception until under the supervision of a designated member of staff.
- ◆ Mobile phones are not to be used whilst on the school site.
- ◆ Photographs are not to be taken unless by prior agreement.
- ◆ Be a good role model to our pupils by being respectful, fair and considerate of others. Remember children may interpret your words/actions differently.
- ◆ Report to staff any unacceptable behaviour.
- ◆ When working with a pupil(s) ensure you are visible to others.
- ◆ All visitors must **sign out** at Reception

### Regular Volunteers

- ◆ Volunteers must **sign in** at Reception
  - ◆ Volunteers must **sign out** at Reception
- Our regular volunteers, staff and governors all have a valid DBS check and wear an identity badge.

If you feel that a child may be at risk of harm but are not sure, then **inform one of the Safeguarding team immediately**. Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background ability or disability.  
A copy of the schools Safeguarding policy is

located on the school website and on the safeguarding board in the staff room.

**Types of harm** - We all have a responsibility to keep children (under the age of 18) safe. Harm is identified in five ways:

**Physical** - when a child is deliberately hurt or injured.

**Sexual** - Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact or non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

**Emotional** - Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

**Neglect** - Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

**Bullying** - forms of bullying including prejudice based and cyber bullying is also abusive which will include at least one, if not two, three or all four, of the defined categories of abuse [see School Bullying Policy].

### REMEMBER...if in doubt...ask

Please do not leave our school without telling someone or doing something.

**If a child discloses they might be subject to abuse:**

- ◆ **React calmly**
- ◆ **Listen carefully** to the child, particularly what is said spontaneously.
- ◆ Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- ◆ **Do not ask** leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, for example, "tell (T), explain (E), describe (D)" but as soon as you believe that there might be a genuine issue, ask no further questions.

This would compromise further enquiries.

Only trained investigators should question a child.

**Reassure** the child that they are doing the right thing.

**Record** carefully, on a Yellow Form (found in the staff room) what the child says in their own words including how and when the account was given. This must then be dated and signed and immediately passed to one of the Safeguarding Team.

### Our Safeguarding Team

**Our Designated Safeguarding Lead:**

Mrs Craig, Head Teacher



**Deputy Safeguarding Leads**

Ms Kirk

