

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 Headteacher. In their absence, inform the Deputy Headteacher.

Fire/Emergency Procedures

Any person discovering a fire must: Operate the nearest fire alarm. (The fire service will be called immediately by dialling "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. At all times act quietly and calmly. Do not stop to collect your personal belongings. The place of assembly is: playground

First Aid: If a child requires first aid assistance when in school please contact one of the first aid team:
Lorraine Clack

Evacuation Plan in event of an

intruder: Any person discovering an intruder in school should immediately make the Head Teacher aware. The Head Teacher to contact the Police immediately by dialling "999" using the nearest telephone. Do not attempt to engage with the intruder. Once aware of an intruder alert: Remain calm and reassure all pupils whilst escorting them to the nearest classroom. Close all blinds, close any doors, all children to sit down on the floor in centre of classroom.

Play Ground/Playing field instructions: Calmly and quickly escort the pupils away from the school buildings. Do not attempt to come into the school. Assemble in the Forest Area and raise the alarm with a member of the public where possible.

Evacuation Plan in event of any person discovering a bomb in

school/receiving a call advising of an incendiary device on the school grounds should: Ring the school bell in Y5 classroom. Contact the Police immediately by dialling "999" using the nearest telephone. Do not attempt to move or tamper with the device in any way. 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. At all times act quietly and calmly. Do not stop to collect your personal belongings. **The place of assembly is: the playground**

**Safeguarding Guide for
St Cleer Primary Academy**

Address: St Cleer, Liskeard
Contact number: 01579 342196
Email address:

secretary@stcleerprimary.co.uk

Welcome to St Cleer Primary Academy. 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. No one visiting or working at our school has the right to disseminate extremist views. We follow the Government's Prevent strategy which covers all types of terrorism and extremism, including the extreme right wing, violent Islamist groups and other causes.

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. Please switch off your mobile phones and do not use whilst in sight of children- only in the staffroom/office. Photographs are not to be taken unless by prior agreement.

Be a good role model to our children 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 child ensure you are visible to others. All visitors must sign out at Reception. Our regular volunteers, staff and governors 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 our Safeguarding Team immediately:

Our Designated Safeguarding Lead is **Michele Spencer** (Head Teacher)
Our Deputy Safeguarding Lead is **Sally Smith** (Deputy Head/SENDCO)
Our Trust Safeguarding Lead is Sarah Sanson (01208 503103)

They will offer advice and take appropriate action. Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background ability or disability. A copy of the school Safeguarding policy is on our website. We all have a responsibility to keep children safe, both at home and in school. Harm is identified in four ways: Physical - when a child is deliberately hurt or injured. Sexual - when a child is influenced or forced to take part in a sexual activity. Emotional - when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats, or when children see others fighting or using violence. Neglect - when a child is not being taken care of by their parents/ guardians. It can be poor hygiene, poor diet, not coming to school/being left home alone.

**REMEMBER...if in doubt...ask!
Please do not leave our school
without telling someone.**

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. Only trained investigators should question a child. Reassure the child that they are doing the right thing. Record carefully, on a 'Concern form' (found in the staff room) what the child says in their own words including how and when the account was given or speak to the DSLs and they will record it on My Concern for you. This must then be dated and signed and immediately passed to one of the Safeguarding Team. It is not your responsibility to investigate child abuse.

Multi-Agency Referral Unit-
0300 12311116
Devon and Cornwall Police- 101
Emergency Services- 999

