

Spring Meadow
Infant and Nursery School

Safeguarding our children

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Welcome to Spring Meadow

We hope that you find the following information useful and that you enjoy your time with us.

Our school is a happy and vibrant place to be.

Our children are **kind, brave and curious** and will be very pleased to meet you and share their love of learning with you too.

We have very clear policies, systems and procedures to ensure our children are safe and all adults working in school, including volunteers, students, agency staff, local authority visitors etc. must follow these at all times to secure the safeguarding of every child.

Annette Blewett—The Head Teacher is the schools **DESIGNATED SAFEGUARDING LEAD**

Louise Kansu, Katrina Wodehouse and Kate Barnes are Deputy Safeguarding Leads. If you have any concerns whilst working in our school please speak with Annette Blewett or a Deputy in her absence.

On arrival you must follow the steps below

Step 1—You must sign the visitors register and wear a school lanyard, this provides a visual alert to staff in school that you are on-site with our permission.

Step 2— Enter the building through the security doors only, always accompanied by a member of staff.

Step 3—Remain in the part of the building you have been designated under the supervision of the adult allocated to support you.

Step 4— Follow guidance provided by the adult supporting you.

Further guidance to support you during the time you are with us

- Please ensure that you always work in a safe and efficient manner.
- Please turn mobile phones off and leave these in a secure place.
- Familiarise yourself with the fire evacuation route from both the classroom and other areas of school.
- On the sound of the fire alarm please take responsibility for the children you are working with, exit the building and make your way to the fire assembly point on the car park. Ensure children join their class line.
- Talk to the class teacher about any concerns regarding children you might have rather than speaking to the child directly.
- Report incidences requiring first aid to a member of staff.
- Report bullying or racist incidences immediately to a member of staff.
- Report any concern regarding Health and Safety of the environment immediately to the class teacher.
- Treat pupils fairly and with respect.
- Respond sensitively to the children's home background.
- Dress in a professional manner at all times in line with the school's code of conduct.
- Speak politely and respectfully to all members of the school community.
- Do not take any photographic images without permission.
- Do not upload any images onto social media.
- Do not befriend any child.
- Regard any information shared or heard as confidential at all times.

Spring Meadow Code of Conduct

Our Code of Conduct Policy is 17 pages long. Over the next two pages you will read the opening section. The full policy will be shared with you if you will be working with us for more than 2 days.

The Code sets out the professional standards expected and the duty upon Adults to abide by it. All Adults have a duty to keep pupils safe, promote their welfare and, to protect them from radicalisation (the Prevent duty), abuse (sexual, physical and emotional), neglect and safeguarding concerns.

This duty is, in part, exercised through the development of respectful, caring and professional relationships between Adults and pupils and behaviour by Adults that demonstrates integrity, maturity and good judgement. Following this Code will help to safeguard Adults from being maliciously, falsely or mistakenly suspected or accused of misconduct in relation to pupils.

For the purposes of this Code the term and references to 'Adult' means the following: governing body members, all teaching and other staff (whether or not paid or unpaid, employed or self-employed and whether or not employed directly by Spring Meadow, external contractors providing services to pupils on behalf of Spring Meadow teacher trainees and other trainees/apprentices, volunteers and any other individuals who work for or provide services on behalf of or for Spring Meadow to include but not limited to all those detailed in the single central record. For the purposes of this Code 'young person/people', 'pupils' and 'child/ren' includes all those for whom the School provides education or other services.

This Code takes account of the most recent versions of the following guidance (statutory and non-statutory); 'Keeping Children Safe in Education' Department of Education ('DfE') (statutory), Working together to safeguard children' HM Government (statutory) and 'Guidance for safer working practice for those working with children and young people in education settings' (non statutory). This Code cannot provide an exhaustive list of what is, or is not, appropriate behaviour for Adults. However, it does highlight behaviour that is illegal, inappropriate or inadvisable in relation to the required professional standards. There will be occasions and circumstances in which Adults have to make decisions or take action in the best interests of the pupil where no specific guidance has been given. Adults are expected to make responsible and informed judgements about their own behaviour in order to secure the best interests and welfare of the pupils.

Any behaviour in breach of this Code by employees may result in action under our Disciplinary Procedure. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The governing body will take a strict approach to serious breaches of this Code.

Safeguarding and Child Protection Policy

Adults have a duty to act in accordance with the Safeguarding and Child Protection policy which is available from Rachel Mathie and report any safeguarding, child protection, welfare or radicalisation concerns about a pupil to the Designated Safeguarding Lead, Annette Blewett.

Whistleblowing

Adults must raise concerns they have about the safeguarding or child protection practices by following the Whistleblowing Policy, which is available from Rachel Mathie. Information on how to take this action is located in key areas in the school, and in all staff/adult toilets. An Adult who “whistle blows” or makes a public interest disclosure will have the protection of the relevant legislation.

Allegations of Abuse Against Teachers and Other Staff and Volunteers

Where it is alleged that an Adult has:

behaved in a way that has harmed a child, or may have harmed a child;

possibly committed a criminal offence against or related to a child; or,

behaved towards a child or children in a way that indicates s/he would pose a risk of harm to children then the governing body will follow Spring Meadow’s Procedure for Dealing with Allegations of Abuse Against Teachers and Other Staff and Volunteers and the guidance set out in Part Four of Keeping Children Safe in Education DfE ,which is available from Rachel Mathie.

WE ARE A SFAEGUARDING SCHOOL

**PLEASE READ THIS CODE OF CONDUCT
EXTRACT AND ASK FOR CLARIFICATION IF
ANY INFORMATION IS UNCLEAR**