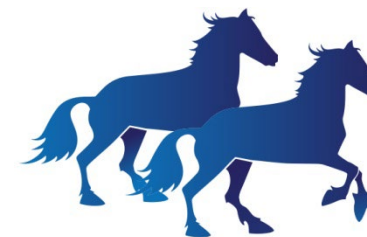


Map of the School Site



Studlands Rise First School

First Steps on the Learning Journey

Information for Visitors and Contractors

Welcome to our school. We are sure that you will enjoy your visit with us.

Please read the following information about our school.

Contacts

Headteacher

Mrs Alison Rinna

Acting/Deputy Headteacher

Mrs Sharon Maguire

Designated Safeguarding Lead

Mrs Alison Rinna

Mrs Sharon Maguire

Deputy Safeguarding Leads

Mrs Jenny Robertson

Governor with Safeguarding

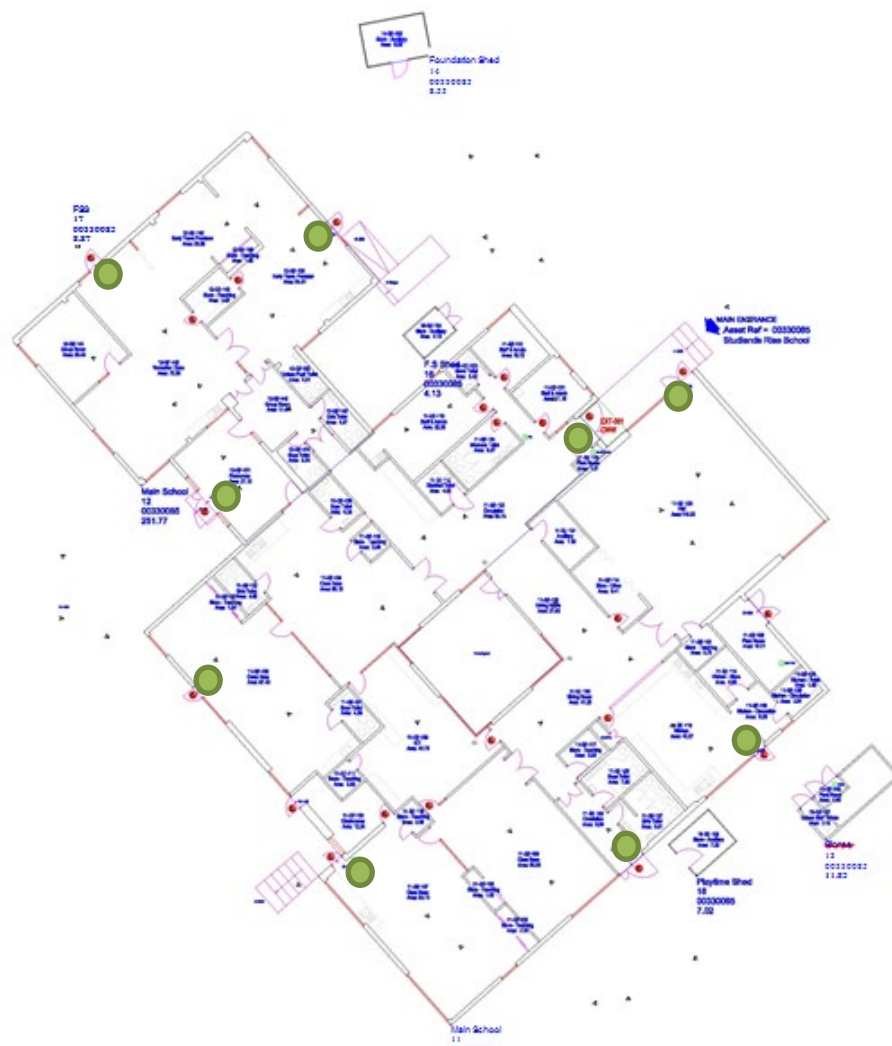
Responsibility

Mrs Jane Ormsby

Office Staff

Mrs Lyn Manning - Office Manager

Ms Wendy Felstead - Office Administrator



 Fire exits

Health and Safety

- Have you signed in at the office and are you wearing a name badge? We need to know, at all times, who is on the school site. It is equally important for you to sign the register when you leave the school.
- You agree to follow our health and safety policy while you are on our site. Please ask for a full copy at Reception if you need more information.
- You may not smoke anywhere on the school site or its boundaries.
- There is a fire drill procedure on the wall of each room in the school. Please take time to read it and familiarise yourself with it. The fire alarm is a continuous bell and we congregate on the field at the back of the school. Please report to Mrs Manning, the office manager, outside to make it known that you are safe.
- If you hear the fire alarm this will indicate that there is an emergency and everyone should make their way to the nearest available exit. Signs above each door identify the nearest available exit. Fire exits are also clearly marked on the plan on the back of this leaflet.
- If you see anything you consider to be a potential health and safety concern, please inform Mrs Manning immediately
- Mobile phones must not be used on site and can only be used in designated areas with the permission of the Head.

Confidentiality

- While you are on our site you may see and hear information which the school deems to be confidential. When you come onto our premises, you agree to keep these matters confidential.
- What should I do if I am worried about a child?
If, whilst working with a child, you become concerned for any reason e.g.: comment made by a child, marks or bruises, changes in behaviour and demeanour, please report your concerns to one of the designated leads. The office staff will help you in finding them.

Race Equality and Equal Opportunities

- A condition of being on our site is that you follow our Race Equality and Equal Opportunities policies. Please ask for a full copy of them at Reception if you need more information.

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, immediately inform a Designated Safeguarding Lead (DSL).
- If your concern is about the Headteacher, you should report such an allegation to the Chair of Governors.

We value your contribution to life in our school and hope that you enjoy your time here. Please do not hesitate to contact any member of staff if you have any questions or concerns.

Dealing with a Disclosure

- **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, explain, describe or outline" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.
- **Reassure** the child that they are doing the right thing.
- **Record** carefully what the child says in their own words including how and when the account was given. Include the time and date. Inform one of the Designated Safeguarding Leads and hand over your record.

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 Child Protection Policy and Safeguarding Policy is located on the school website: www.studlandsrise.herts.sch.uk

Keeping Yourself Safe

- Be professional. Be careful how you interact with or speak to a child; the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- It's best not to do anything for a child that he or she can do for himself or herself. Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date it and pass it on to one of the Designated Safeguarding Leads.
- Do not give any personal information to any child, for example your name, address, telephone number, mobile number or email address.
- Do not give out personal social network site information or respond to any requests on your personal social network site accounts.
- Be aware that contact made outside of the school environment as a result of your coming into contact with a pupil whilst you are on a school site, may have an impact on your employment.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Headteacher.
Remember...if in doubt...ask

If you feel that a child may be at risk of harm but are not sure, then inform one of the Designated Safeguarding Leads (DSLs) immediately. They will offer advice and take appropriate action.