

Should the fire alarm sound please make your way out of the building via the nearest fire exit. The fire evacuation point is on the school playground. Please make yourself known to the admin staff who will be able to account for your presence.

First Aid

First Aid is available by contacting the front office. Please speak to a member of staff if you require a First Aider.

Health & Safety is the responsibility of all individuals. Please work with us to maintain a healthy and safe environment by informing the school office of any issues and exercising good standards of housekeeping.

Please refer to our safeguarding policy
(available from the school office)

Additional guidance is available from:

www.northamptonshirescb.org.uk



Independent advice and guidance is available from:



Dream, Believe, Aspire , Achieve

Safeguarding Children

A Guide for Visitors and Volunteers



Updated March 2023



Statutory Requirements

Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children.

A condition of being welcomed as a visitor or volunteer in our school is that we expect you to support the school in ensuring that our children are protected at all times. To do this we ask you to:

- Make sure you know who the Designated Safeguarding Lead is and the Deputy Safeguarding Leads
- Be aware of the ways you can report any concerns you may have

The key information you require is in this leaflet but please speak to one of the DSLs for further information if you need it.

Designated Safeguarding Leads



Mrs Danielle Warren
Designated Safeguarding Lead
Headteacher



Mrs Karen Harrison
Deputy Designated Safeguarding Lead
Deputy Headteacher



Mrs Nicola Farnworth
Deputy Designated Safeguarding Lead
SENDCO



Mrs Lorraine Walker
Deputy Designated Safeguarding Lead
Family Support Worker



Miss Bekie Lewis
Deputy Designated Safeguarding Lead
Wellbeing TA



Mrs Kelly Pearson
Deputy Designated Safeguarding Lead
Online Safety Lead

Code of Conduct

We expect you to:

- Sign in to school when you arrive, sign out when you leave and wear your identification badge at all times
- Act as a positive role model at all times, displaying high standards in the use of language
- Keep information confidential
- Inform a member of staff of any inappropriate behaviour
- Report any concerns about the welfare of any member of our school community
- Follow the instructions given to you by a member of staff, if you are working with children, and respect their guidance at all times
- Avoid any situation where you are working alone with a child, out of sight of school staff
- Never share personal information such as telephone numbers, email addresses or social media contacts with a child. If a child tries to share their details with you, you should inform a member of staff as soon as possible
- Never to use your mobile phone outside of the designated areas or take photographs or videos on a personal device