

Staff Conduct

All adults must remain professional at all times.

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 the Deputy Headteacher.

Mobile Phones and Personal Devices

The use of mobile phones, including for photographing or recording, is not permitted around children during contact time. Volunteers and visitors must not use their mobile device to take photographs or record in any way. Class Teachers have their own school-owned devices for this purpose, should this be required. If using school devices, you are expected to do so professionally, accessing appropriate content, in accordance with our Child Protection and Safeguarding Policy, and our Acceptable Use Policy, available at www.stgregorysprimary.co.uk Please note that our Safeguarding Team filter and monitor internet usage, and may approach users about their online use, to safeguard our community.

Fire/Emergency Evacuation Procedures

Any person discovering a fire must:

- Operate the nearest fire alarm point

(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 assembly point on the KS1 playground.
- At all times act quietly, calmly and safely.
- Do not stop to collect your personal belongings. Do not return to the building until directed by a Fire Marshall.

First Aid

If a child requires first aid assistance when in school, please contact

Miss Brown Miss Riley or Miss Richardson.



Fire and Emergency Evacuation Plan

If you discover a fire, immediately operate the nearest alarm call-point. If the fire is small and you are trained to use fire extinguishers, you may attempt to tackle the fire without taking any personal risks.

The electrical fire alarm system will sound on operation of the manually-operated alarm call-point.

On hearing the alarm: Everyone in the building should leave by the nearest exit and report to the assembly point on the playground. Visitors should follow the nearest emergency exit points and be accounted for at the assembly point.

All exit doors can be used as escape routes. Each room has a fire exit other than the staff/office area (use main foyer door) and Computing room (use nearest exit).

Fire extinguishers are in circulation areas and near fire exit doors. Only trained employees should attempt to fight a fire and only if safe to do so without taking personal risks.

On hearing the alarm, all staff will usher visitors out of the building and assemble at the muster point.

Fire Wardens will ensure their areas are cleared of people, including toilets and cloakrooms, and ensure class doors are closed behind them.

A roll call is made to ensure everyone is out – TAs to lead children out CTs (fire wardens) to check the toilets and follow.

HT, SLT and Office staff to take mobile phone out with them. Office staff to distribute registers for CT role-class; HT/Office staff to account for visitors using online system.

Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.

Visitors: the host must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit

Contractors: must be given information about fire procedures and leave the building at the nearest exit

People with disabilities: specific arrangements may need to be made for those with disabilities.

On confirmation of fire, office staff will Dial 999 and ask for the Fire Service or other emergency service as appropriate.

Fire Wardens will call the Fire Service in the absence of the above person.

Postcode: L31 2LB **What 3 words:** Custom.Hawks.Unhappy

Headteacher or other Fire Wardens will liaise with the Fire Brigade on their arrival.

The following arrangements and training is given to staff:

All staff - fire drills three times a year

All staff - fire briefing once a year (maybe in conjunction with fire drill)
Fire Warden training for designated fire wardens – every 3 years Record of training to be kept within fire manual – fire awareness training to reviewed on a yearly basis and planned into budget.

St. Gregory's Catholic Primary School

*Together, in Jesus, we Love, Learn,
Create and Celebrate!*



Safeguarding Guide For School Visitors and Volunteers

Welcome to St. Gregory's Catholic Primary

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. This leaflet is an extension of our whole-school Child Protection and Safeguarding Policy, available at www.stgregorysprimary.co.uk

We hope you enjoy your time at our school.

Headteacher:	Mr Joseph Perree
Deputy Headteacher:	Miss Lisa Connolly
SENDCO:	Mrs Linda Thompson

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 with the Headteacher / Senior Leadership.
- Be a good role model to our pupils by being respectful, fair and considerate of others. Remember: children may interpret your words/actions differently to expected, so always remain professional.
- Report to staff any unacceptable behaviour.
- When working with a pupil(s) ensure, you are visible to others: do not work behind a closed door, on a 1:1 basis.
- All visitors must sign out at Reception on exit.

Regular Volunteers must sign in and out at our school reception. Our regular volunteers, staff and governors have a valid DBS check and wear an identity badge, and are listed in our live Single Central Record document.



If you feel that a child may be at risk of harm, inform one of the Safeguarding Team immediately. 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 schools Safeguarding policy is located in the school office and staff room, and available on our school website www.stgregorysprimary.co.uk

Types of Harm

We all have a responsibility to keep children (under the age of 18) 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. This can also be an activity such as being made to look at inappropriate images.

Emotional - when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, 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 keeping appointments for additional support, not coming to school and being left home alone.

Please do not leave our school without telling a member of the Safeguarding Team or Senior Leadership Team. If you suspect a child is in immediate and serious danger, and you are unable to contact a member of the Safeguarding Team, you should dial 999 as appropriate.

Remember: It Could Happen Here

If a child discloses they might be subject to abuse:

- **React calmly**
- **Listen carefully** to the child without interrupting, 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 and may cause the child to relive trauma.
- **Reassure** the child that they are doing the right thing.
- **Communicate this with our Safeguarding Team.** If you do not have access to St. Gregory's CPOMS (Safeguarding Recording Platform), **Record** carefully, on a 'Safeguarding Concerns Form' (found in the staff room) what the child says in their own words, including how and when the account was given. Include the people present, factual details of the disclosure, where this took place, the date and time, and your signature. This must be passed to one of the Safeguarding Team immediately:



In the extremely unlikely event that a member of the Safeguarding team is unavailable, and you suspect a child is in danger of harm, at risk of neglect, or might need a social worker, you should make a referral to [Sefton's Children's Help and Advice Team \(CHAT\)](#) 0151 934 4013

