**Billingham South Community Primary School Guidance for Visitors to Our School**

ADULT BEHAVIOUR

Our school vision is displayed prominently around our school, we expect all people working in and around school to behave in a manner that is in keeping with the school vision and with the dignity expected in a place where children are being educated and professionals are working.

SAFEGUARDING AND CHILD PROTECTION

While on our premises, it is every adult’s responsibility to ensure the safeguarding of our pupils and adults. Please be vigilant and curious about any actions, conversations, written work or computer work and communications which causes you concern in terms of child/adult safety, extremist views or views counter to democratic values, bullying or racist/homophobic or transphobic views. Any such concerns should be reported immediately to one of our designated officers: Mr Squire (Head Teacher); Mrs Hendy (Deputy Head Teacher) or Mrs Clement (ARP Manager). In their absence please report it to the nearest available line manager. There may be paperwork to complete in terms of Stockton’s LSCB which can be found on our Crucial Documents folder in the Staff Shared section of our computer network.

All employees and visitors to school should be wearing a lanyard with their designation on it. If you are not wearing a lanyard, you can expect to be challenged by any staff member.

For your safeguarding reasons and for the safety children, mobile phones must not be used at any point while children are in the building or whilst working with children. For your security, staff lockers are provided for the safe storage of valuables and should be used unless permission is expressly sought from the Head Teacher or Head Teacher. When personal communication devices are used on the premises staff should take care to use them in line with the school’s code of conduct, social networking policy and Safer Working Practices guidelines.

If any staff behaviour causes you concern this should also be reported immediately to a designated officer. If the behaviour of the Head Teacher causes you concern this should be passed on to our Chair of Governors; Mr Steve MacDermid

OPERATION ENCOMPASS

Billingham South Community Primary School is an Operation Encompass school. This means that if a pupil has been present at an incident of Domestic Violence, Cleveland Police will notify school as soon as possible at the start of the school day. Extra sensitivity is expected when dealing with such pupils and information will be shared with staff on a “need to know” basis. Staff are expected to be extra vigilant following such reports and report any concerning conversations and/or actions in the same way as described above.

PUPIL BEHAVIOUR

At Billingham South Community Primary School, we believe that the excellent behaviour of our pupils is every employees concern. To help with the successful management of pupil behaviour we have a Behaviour Policy and the rules, rewards and sanctions are displayed prominently around school. We would expect all visitors to our school to treat pupils and other adults with dignity and calmness at all times and employ the school’s behaviour policy intelligently and sensibly when dealing with pupil behaviour.

FIRST AID AND INTIMATE CARE

Should any pupil or adult working in your area require First Aid, there is a trained first aider available in each year group, please enquire from an adult in your team who the first aider is. In the absence of a first aider, phone the school office or Head Teacher who will immediately ensure a Frist Aider is sent to you.

If a child requires intimate care, please sensitively notify the school office and a trained adult will be sent to ensure this is taken care of in accordance with the school’s intimate care policy.

SCHOOL ROUTINES, TIMINGS, UNIFORM AND STAFFING

All our school timings and procedures can be found in our school brochure. However, a brief summing up of the timings of the school day are as follows:

KS1 8 50 (teachers collect pupils from yard)

 10 10 Assembly in KS 1 Hall

 10 30 – 10 50 Playtime (rotas are available – teachers collect pupils from yard)

 12 00 – 13 00 Lunchtime (teachers collect pupils from yards)

 15 10 School ends teachers bring pupils to allotted doors and do not let them go until an adult collects them

KS2 8 40 (teachers open doors and collect pupils from yard)

 10 10 Assembly in KS 2 Hall

 10 30 – 10 50 Playtime (rotas are available – teachers collect pupils from yard)

 12 15 – 13 15 Lunchtime (teachers collect pupils from yards)

 15 15 School ends teachers bring pupils to allotted doors and do not let them go until an adult collects them

DISABILITY ACCESS AND FIRE SAFETY

On entry to the building, you will find a map of fire exits. When you arrive in the area of school you are working in please ask for directions to the nearest fire exit and fire alarm.

If you require any assistance with regard to disability access to any parts of our premises, please enquire and guidance will be given.

EXTRA GUIDANCE FOR SUPPLY TEACHERS

Before leaving your allocated classroom, please ensure that you leave very clear notes for the class teacher about pupils work and behaviour while they were working with you.