

HEALTH AND SAFETY

General procedures to ensure your health and safety (please refer to Health and Safety policy for further details)

Issue	School Procedure
Electrical appliances	Turn off and store appropriately
Fire exits	Identify all fire exits. Keep all exits clear.
First Aid	First aid box is kept next to the photocopier.
Infection control	Guidance on infection controls in school is displayed in staff room
Lifting heavy objects	Ask for assistance and bend properly
Mobile Phones	Please only use your phone for an emergency call. At no time should they be used to take photos
Parking	No parking in front of the school. Please park in the car park at the back of the school.
Reporting of accidents	Please report bumps in our record book (minor incidents) kept with the first aid box or GCC accident form (serious incident)
Small objects	Store away appropriately
Smoking	Smoking is not permitted on school premises
Snow and ice	Make a clear pathway and use salt if necessary
Spillage	Spills to be mopped up immediately and relevant personnel alerted
Staplers/ staples	Use in accordance with instructions. Remove staples with a staple remover
Step ladders	Post watcher to guard at all times
Tables and chairs	Adults and pupils are not permitted to stand on chairs and tables. To be stacked with adequate supervision.
Windows	Do not climb or put any part of the body through the window. Please close any open windows before leaving classroom
Working above normal reach	Step ladder to be used always with a member of staff in attendance.



WHITMINSTER ENDOWED C OF E PRIMARY SCHOOL
A FAMILY, A FOUNDATION, A FUTURE

Welcome to Whitminster C of E Primary School

01452 740406

admin@whitminstercofe.gloucs.sch.uk

Information for Visitors and Volunteers

PLEASE REFER TO THE ATTACHED GUIDE
All individuals working with children, young people and their families have a duty and responsibility to report any allegations or concerns of a child protection nature, which comes to their attention. When such a concern is raised you should:
Discuss with the school's Designated Safeguarding Lead, Miss A Parry-Jones or DDSL, Rosie Gardiner
In writing, log briefly and accurately the concern and the child's comments.

If you have urgent safeguarding concerns for a child or young person, please continue to call MASH on 01452 426565 and select option 3.

Further guidance can be found at:
<https://www.gloucestershire.gov.uk/gscp/>

Behaviour

We set high standards for behaviour at Whitminster and we have a clear behaviour policy that we follow. Please read the attached copy for your information.

The whole school, teaching staff, teaching assistants, midday supervisors and supply staff will use the 'Good to be Green' behavior scheme. A yellow card is issued for inappropriate behaviour and displayed by the pupil's name. This is a visual warning that their behaviour is inappropriate and should be modified. The card can be removed if the behaviour improves.

A red card is issued, if after the yellow card there has been a further incident of the same inappropriate behaviour or behaviour that is so severe that it requires further action.

Confidentiality

You may hear or see actions or conversations that are confidential please treat them as such. If you have any concerns please do not comment to the parent but make sure that the teacher is aware of your concerns.

Deployment of classroom helpers

Helpers will be asked to support in classes where there is the most need for individual support. It is not the policy to not allow parents to work in their own child's class, but the head teacher and/or member of staff has a right to monitor this and ensure that the parent's presence is not distracting for the child or places the class teacher in an uncomfortable situation.

Staffing

Class 1 Mrs Alison Read and Mrs Annalee Tidmarsh (Job share) & Mrs Z Bracken

Class 2 Miss Rosie Gardiner, & Mrs Jo Young and Mrs Carrie Crowe(TA)

Class 3 Mrs Lanceley, & Mrs Mitchell(TA)

Class 4 Mr Alex Wright & Mrs Helen Jenkins and Mrs Ash (TA)



Arrival

On arrival, please sign our visitors book at reception. You will be given a security tag that must be handed back at the end of your day.

Our School Day

School begins at 8.55am and finishes at 3.15pm.

Break is at 10.30am -10.50am

Lunch is 12-1pm. All children eat in the hall
The staff room is available with refreshments

Volunteer helpers support the school in a number of ways, including:

- supporting individual pupils;
- hearing pupils read;
- helping with classroom organisation;
- helping with the supervision of children on school trips;
- helping with group work;
- helping with art or subjects involving other practical activities.

Visitors/Volunteer helpers are **not** allowed to do the following activities:

- take responsibility for all or some of the whole class;
- change very young children, or supervise them changing;
- supervise children engaged in PE or other specialist activities;
- take children off the school site without a teacher in charge.

End of Day/Session

At the end of your day, please return your security tag to the office.

Thank you for all your help and we hope that you enjoy your time volunteering/visiting.

Fire

Please make yourself aware of the fire procedures that are displayed in all rooms. Close windows and doors, if possible before leaving the room quickly and quietly .

Relevant school policies.

All policy documents are kept in the school Office or can be found on the school website www.whitminstercofe.gloucs.sch.uk

GDPR—Data Protection

Please read the acceptable user policy and confidentiality policy