



Welcome to our School: Visitor Information

Please show any authorised ID; sign-in when you arrive and sign-out when you leave.

Note: we do not allow the use of phones on our premises.

SAFEGUARDING CHILDREN IS EVERYONE'S BUSINESS.

Safeguarding & Child Protection

The safety of children and staff at our school is of paramount importance.

If you have any Safeguarding or Child Protection concerns please ensure you report them to: -

Mrs. Sue Ward, Head teacher (Designated Senior Lead)

Mrs. Louise Elliott, class 3 teacher or Mrs. Linda Foster, Business Manager
(Deputy Designated Senior Leads)

FMG

If you suspect that a child maybe at risk of FMG you must phone the police and report to the DSL

SPOC (single point of contact) PREVENT

Keeping our children safe from radicalisation and promoting British Values is essential to the well being of all of our learners. If you have any concerns please report them to: Mrs. Sue Ward, Head teacher (SPOC)

LADO

Allegations are sometimes made against professionals or others working with children. It is a legal requirement that any agency must inform the designated officer (known as the LADO) within one working day when an allegation is made against any member of staff or volunteer and prior to any further investigation taking place.

The school works with the LADO to manage any allegations against staff. You have a duty to report concerns to the Headteacher or if your concerns are about the head teacher to the chair of governors: Mr James Dodds: Tel: 07711 920553 email: james.dods@newburland.leics.sch.uk

Operation Encompass

Where the police are called to a domestic violence incident we will be informed.

County Lines

County Lines is a term used to describe criminal networks from large urban areas, who travel to smaller locations such as a county or coastal town to sell class A drugs. Gangs typically recruit and exploit children and vulnerable people for various roles within the drug supply chain. You have a duty to report any concerns to the DSL.

PTO.....



Whistleblowing

Whistleblowing or confidential reporting policies are designed to encourage any member of staff to raise concerns if they suspect malpractice in their organisation. The Public Interest Disclosure Act 1998 encourages individuals to raise concerns about malpractice in the workplace. Staff should raise concerns within their organisation first unless they think the employer will cover it up, would treat them unfairly if they complained or hasn't sorted it out and they've already told them. If this is the case the employee can contact a Prescribed Organisation, which has a duty to deal with the concern

Fire Safety

Please familiarise yourself with the Fire Procedure notices displayed in all areas

In the event of the fire alarm sounding please ensure you leave the building immediately, taking any children you have with you, via the nearest exit.

Please make your way to the assembly point on the field at the rear.

First Aid

If you have any First Aid concerns or need First Aid please go to the school office who will ensure you are dealt with immediately

Please familiarise yourself with the First Aid & Medical notices displayed in all areas

Visitor Protocol

- Our school community has a polite and respectful family ethos, and we do not use bad or unsuitable language in school
- Visitors that are not able to conduct themselves appropriately will be asked to leave.
- Whilst on our premises you are expected to show respect to all members of our community.
- You are expected to observe health and safety protocols to keep yourself and other safe.
- If we are late for an appointment there will be a very good reason if you are late then we may need to rearrange as our diaries are busy- we will always put the needs of our learners and staff first.
- Our policies and procedures are available on our website

If you have any other questions or Health & Safety concerns please speak to Linda Foster the Business Manager or Sue Ward the Head Teacher