

We want our school to be open and welcoming to all who would like to support our children. We also want to encourage parents and other adults to help the school community in a variety of ways. These guidelines help to ensure that the children benefit from as much help and support as possible, and are provided at the time with the best security and safeguarding.

Everyone at St Luke's Primary School works together to ensure that children are kept safe by contributing to providing a safe environment for children to learn; and identifying children who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and at school.

For the children's safety, all visitors and volunteer helpers are required to have police clearance (DBS) before they work in the school. The Headteacher has the authority not to accept the help of volunteers or allow entry to visitors if he believes it will not be in the best interests of the children.

ALL VISITORS

- Wear your visitors badge / lanyard at all times.
- Do not enter any classrooms or areas unless you have been authorised or are accompanied.
- Do not let anyone else into the building.
- Mobile phones, laptops & cameras should not be used in school. If you need to use them then please check with the office.
- It is against the law to smoke on school premises.

SAFEGUARDING

St Luke's Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, visitors and volunteers to share this commitment.

You will not be expected to make decisions about what to do if a child is at risk or is suffering harm. However, in exercising your duty of care, it is your responsibility to pass on your concerns to the appropriate person. In school, this will be:

Designated Safeguarding Lead:

Mr Gareth Dutton (Headteacher)

Deputy Designated Safeguarding Lead:

Mrs Lin Felicien (After School Club Manager)

Chair of Governors: Mrs Lucy Bird

Governor for child protection: Mrs Liz Ormonde

If the Designated Safeguarding Leads are not available, please ask a member of the office staff who will refer you to the senior person on duty.

Sometimes your concern might best be passed on to the classteacher, and if they consider it a safeguarding issue, they will then refer it on to the Designated Safeguarding Lead.

CHILD PROTECTION

Visitors are NOT allowed to do the following activities:

- Take responsibility for all or some of the whole class
- Take children off the school site without a teacher in charge
- Deal with behaviour of a child in school if not their own
- Physically restrain a child

Summary of procedures:

If you think a child is in need because they are suffering or are likely to suffer significant harm you MUST do the following:

1. Make a note of what you have seen or been told (using the child's own words if it relates to a disclosure), sign and date it.
2. Do not make assumptions, keep an open mind
3. Do not question the child
4. Do not physical examine the child
5. Never promise to keep secrets
6. Be discreet—do not say anything that may place you or the child at risk
7. Act quickly and share the information with the Designated Safeguarding Lead in the school. You can ask for them via the school office.
8. If the disclosure or your concern is related to a member of staff, this must, as soon, as possible, be shared with the Designated Safeguarding Lead (or the Chair of Governors if the concern relates to the Headteacher), who will consider what action to take. Nothing should be said to the adult involved.

You may observe physical signs, notice changes in children's behaviour and attitudes, or pick up signs of emotional distress. Visitors can be in a key role where children feel more relaxed and able to confide or make a 'disclosure', that is they may tell you about a harmful experience or incident.

Please be assured that such cases are rare, and the likelihood of you having to respond to such an issue is therefore small.

Sometimes, adults have a concern about a child but are

worried about passing it on, perhaps because they think it is not serious enough, or because they don't want 'to 'make a fuss'. This is understandable, but:

**don't think "What if I'm wrong?",
think "What if I'm right?"**

RESPECT

We expect visitors to show respect and concern for others by supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community. We will not tolerate disruptive behaviour which interferes with the operation of a classroom, an office area or any part of the school and its grounds. This involves using loud and/or offensive language or displaying temper.

CONFIDENTIALITY AND DATA PROTECTION

It is very important that you treat anything you hear or see in school as confidential. This is a delicate matter and may require a great deal of tact on your part, where parents may ask you questions about their children's progress. Please do not discuss anything that occurs in school outside of school. If in doubt please speak to a member of staff or the Headteacher.

In working in our school it is expected that the confidentiality of children and families is respected at all times. In passing on your concerns to school staff you are not breaching that confidentiality, you are merely exercising your duty of care for the child.

Photography and analogue or digital recording of any form will only be permitted at the discretion of the Headteacher. Permission from the Headteacher must be sought on all occasions before this can happen. This is to comply with the Data Protection Act, preserve copyright or maintain confidentiality.

Thank you for your co-operation. It is important that you know these procedures as these are your boundaries. They are to protect you as much as to protect children. Please click 'I Agree' on the screen to acknowledge that you have read, understood and agree the contents of the guidelines. If you have any further questions, please do not hesitate to speak to a member of staff.

Fire and Evacuation procedures

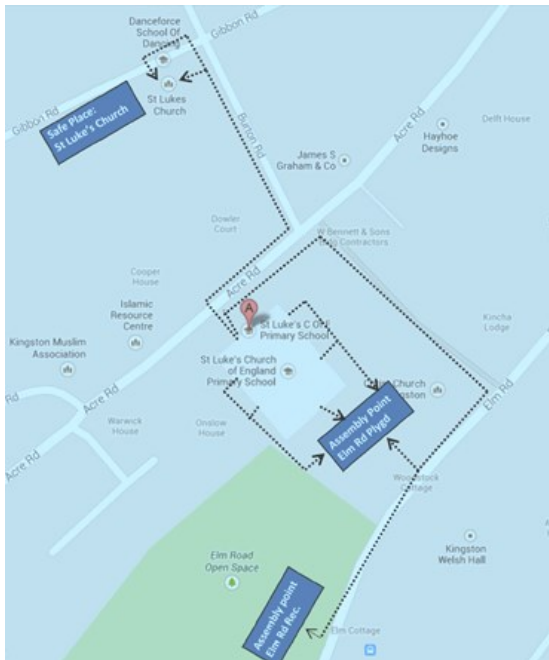
On discovering a fire please go to nearest alarm point (positioned at all fire exits) and activate alarm. The fire brigade will automatically be called and School Caretaker/ School Office will also ring the fire brigade. Leave by the safest exit (at front, back and the two sides of the school) and go to the designated assembly point.

On hearing the fire alarm (continuous loud single bell tone): leave by the safest exit (front, back and both sides of school) and go to the designated assembly point.

Assembly Point: Lower Playground Elm Road

If access to the rear of the school is not available go to Elm Road Recreation ground.

The safe place is St Luke's Church.



First Aid

Any illness, injury or accident must be reported to the office. The school has several first aiders, including the school office staff. In the event of a child having an accident:

- Stay with the child – do not attempt to move them
- Send for help from a teacher or other adult
- Keep calm and await for instructions

School Times

School start times vary by key stage but earliest start is 8.45am and latest finish is 3.15pm. The school also has a Breakfast Club, an After School and Holiday Club, and several after school activities clubs. Please see school office for more detailed information on timetabling.

Toilets

The toilets are situated in the main office corridor.

Lifting and Moving

If you are asked to lift something that you think is too heavy for you, please ensure you ask for assistance. Remember when lifting things to bend your knees and keep your back upright.

Preventing Slips, Trips, & Falls

We try to keep the school environment tidy. If you see anything that may cause someone to trip, slip or fall, tell the teacher you are working with or report it to the school office.

If you have any queries or concerns regarding School Health & Safety Matters please see the Assistant Head (Management): Mrs Teresa Payton.

Property or Vehicle

The school accepts no responsibility for any loss or damage to visitors' property or vehicle.



ST LUKE'S C.E. PRIMARY SCHOOL

Information for visitors to St Luke's C.E. Primary School

Safeguarding Guidelines

St Luke's C of E Primary School
Acre Road, Kingston-upon-Thames,
Surrey KT2 6EN
Tel: 020 8546 0902

Email: office@stlukes.rbksch.org
www.stlukes.kingston.sch.uk

Headteacher: Gareth Dutton

High expectations by all, for all,
reflecting the example of Jesus