

Welcome to Pattishall Primary School

*Be watchful. Stand firm in your faith. Be courageous. And let everything you do be done in love.
1 Corinthians 16: 13-14*

THINK~CARE~SEEK~BUILD~RESPECT



Information for Visitors

Please read this leaflet and keep it with you for reference during your visit.

If you have any questions or problems, please speak to any member of staff.

Head Teacher – Mrs Emma McLean

Office – Mrs Jane Chapman and
Mrs Clare Sceats

Pattishall CE Primary School has a duty of care to all people on this site. We require all visitors to have due regard for their own safety and for that of others, to protect the environment and to cooperate with instructions and requests.

Refreshments & Facilities

School staff will provide you with details on refreshment facilities on your arrival.

Toilets for staff/visitors are located at the far end of the school between Years 5 and 4. An accessible toilet is available in the front conservatory.

We are a No Smoking site.

Security

On arrival, all visitors must report to the School Office to sign in and have their ID checked. By signing in you are agreeing to follow the advice within this leaflet. You will be given a 'Visitor Pass' which **must be worn at all times**.

Please return this at the end of your visit when signing out. DBS documentation is required for any visitor on the school site who may be left un-escorted by school staff.

For Volunteers and Regular Visitors

All those who come into contact with children through their work have a duty to safeguard and promote the welfare of children.

All adults who work with children require an enhanced DBS certificate. This is to help ensure unsuitable people are prevented from working with children.

If you do not have an enhanced DBS, you must not be left unsupervised with children.

Fire Alarm

On hearing a loud siren, please leave the building by the nearest exit and proceed to the assembly point (large playground).

Lock Down

Should there be an event where by it is safest for everyone to be inside the building, you will hear an air horn. Please make your way to the nearest classroom or the offices, and make yourself known to a member of staff so that they can account for you. RUN, HIDE, TELL.

First Aid

If you require medical assistance, please speak to any member of staff who will contact a First Aider for you.

Mobile Phones

If you do need to use your phone during your visit, we request that these are not used in front of pupils. Taking photographs of pupils is not permitted.

Child Protection Advice

The school's Code of Conduct and Child Protection Policies are available on the school's website.

Please be a positive role model:

- Dress appropriately – nothing one can see through, up, under, over or down.
- relationships with children should be based on mutual trust and respect – respect their privacy and dignity
- treat all members of the community with respect and tolerance
- when working with a child on his/her own, ensure that the door is left open or that you are visible to others
- do not photograph pupils, unless requested by the class teacher
- Always be able to justify physical contact and report any situation that arises that may give cause for complaint
- do not exchange emails, text or social media messages or give out your personal details
- never arrange to meet a child out of school
- never gift gifts
- Do not try and sway a child's view on race, religion, sexuality or gender fluidity
- do not discuss the school, children or adults working within the school on social media

If, whilst working in school, you become concerned about: comments made by a child; marks/bruising on a child; or changes in a child's behaviour or demeanour, then please:

- discuss your concerns without delay with the Designated Safeguarding Lead or the Head Teacher or a member of the safeguarding team.
- Remember it is important to share your concerns even if you are unsure.
- Anyone can make a referral to Northamptonshire's MASH: **0300 126 1000** or MASH@northamptonshire.qcsx.gov.uk
- The Designated Officer (formerly: L.A.D.O.) for Managing Allegations Against Staff can be contacted on: **01604 626938**. The school office can provide you with a copy of the school's procedures for Managing Allegations Against Staff.
 - More information can be found at: <https://www3.northamptonshire.gov.uk/councilservices/children-families-education/help-and-protection-for-children/protecting-children-information-for-professionals/Pages/contact-early-help-support-MASH.aspx>

If a child makes a disclosure to you:

- Avoid being shocked or embarrassed.
- Listen to the child without interrupting them.
- Do not promise to keep a secret.
- Do not ask the child any leading questions.
- Reassure them that 'it is not their fault and they have done the right thing to tell you'.
- Immediately following the disclosure report your concerns to the Designated Safeguarding Lead and write down what the child said using the child's own words and phrases. Sign and date this document and hand it to the Designated Safeguarding Lead.
- Consider how best to manage your own feelings
- Following reporting your concerns remember that the disclosure and the child's identity should remain confidential

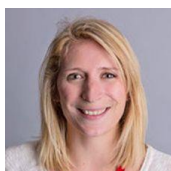
Designated Safeguarding Leads



Mrs Emma McLean –
Head Teacher



Miss Steph Bruce –
Deputy and Year 1 Teacher



Mrs Hannah Bowden –
SENDCo



Mrs Jo Green –
Year 4 Class Teacher

If you believe a child to be in immediate danger, do not delay in calling 999.

Thank you for playing your part in helping to ensure that our community is safe and secure.

Key Contacts

Designated Safeguarding Leads

Mrs Emma McLean
Miss Stephanie Bruce
Mrs Hannah Bowden
Mrs Jo Green

Governor for Safeguarding

Mrs Amanda Callear

Chair of Governing Body

Mr Geoff Brand

Northamptonshire Safeguarding Team

Tel. 0300 126 1000

First Aiders

Mrs Emma McLean
Miss Stephanie Bruce
Miss Amy Hornett
Miss Claire Bowden

Miss Gemma Williams
Mrs Claire Mills

Pattishall CE Primary School
School Road
Pattishall, NN12 8NE

Telephone: 01327 830301

Email: office@pattishallschool.co.uk

Email: head@pattishallschool.co.uk

Website: www.pattishallschool.co.uk