



Safeguarding and Health and Safety Checklist For Supply Teachers, Volunteers, Coaches, Peripatetic Teachers and Visitors



ALL SUPPLY TEACHERS, VOLUNTEERS, COACHES, PERIPATETIC TEACHERS AND VISITORS MUST SIGN IN AT THE MAIN OFFICE.

We are pleased to welcome you into our school. Please take a few minutes to read the information below to help ensure your own safety and the safety of our children.

We are an Operation Encompass school.

Dartington C of E Primary and Nursery School is trauma informed and trauma sensitive.

Safeguarding:

- Jill Mahon, Headteacher, is the Designated Safeguarding Lead and Domestic Violence Officer for the school. Please report any disclosures at the earliest opportunity to her.
- Sarah Cate, our SENCo, Hannah Calder, Mariana Foucher, Phil Whitehurst and Jamie Wright are also Designated Safeguarding Officers.
- If a child chooses to put their trust in you and discloses something, or gives you cause for concern, listen to the child, do not ask leading questions and never promise confidentiality to the child. At the earliest opportunity make notes on what the child has disclosed and speak to one of the Designated Safeguarding Officers.
- If you require adult assistance at any time and do not have a Teaching Assistant or another adult in your own classroom or teaching space, please do not hesitate to send a child to fetch help or use the internal phone system.



Jill Mahon



Mobile Phones:

- Mobile phones must be switched off and not used while you are in school between the hours of 8:25 am and 3:15pm, unless you are in one of the places designated for mobile phone use: staffroom, school offices or beyond the school gate.

Fire Procedures:

- If the fire alarm sounds take the children out of the classroom, form an orderly line and lead the children down, taking care to manage the line in the flow of other classes moving at the same time. The assembly point is the higher Sports Court. Classes must line up quietly for the register to be taken, which must be done as swiftly to ensure all are present. Registers will be brought to the Sports Court by a member of the Admin team.
- In the event of discovering a fire, press the fire alarm and take the children out of the building.
- In both instances, you will be informed when it is safe to re-enter the building.

Accident Procedures:

- In the event of a serious accident, dial 999. School phones require you to dial 9 to get an outside line. Stay with the child and send for help. This must include ensuring the school office and a member of the leadership team is informed that a 999 call has been made.
- If you are with a child when they injure themselves, please defer to a permanent member of staff who will be able to take over and follow through with our First Aid procedures.
- Supply teachers and coaches must inform parents and carers at the end of the day / session if a child has sustained an injury. If there has been a head injury, a red slip must be given to the parents or carers to ensure they are aware.
- There are lists of First Aiders by the First Aid stations.
- First Aid stations are situated in **The Studio, Early Years Foundation Stage, Office and Kitchen.**
- At Out'N>About time Karen Wallis carries a First Aid pack, or use the stations.

Security:

- Visitors to the school can only enter via the reception area where they can sign in, or via the side gate using the buzzer to gain access once enabled by a member of the Admin team. The side gate is only used for staff and pupils exiting or re-entering the school to visit the market garden, or on walks in the locality.
- Please ensure the secure entrances are retained by closing them and supporting the administration team in overseeing this.
- The hall door by the cycle storage **MUST** be kept locked at all times.
- All visitors must sign in and out using the visitors book in the entrance area.
- All staff and visitors must wear their lanyards or visitor's badges when on the school site.

Thank you for supporting the safety and wellbeing of our children.