

Alderman Payne Primary School

A part of village life

A Visitor's Guide



Welcome to our school.

Staff and pupils hope that you enjoy your visit.

To support us in keeping everybody safe, please take a few moments to read about our safeguarding, mobile devices and fire regulations.

Our Senior Leadership Team and DSLs are
Sarah Mulford, Helen Topping, Nicola Hemsall

Safeguarding Information



We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

If you have any minor concerns about a child or young person in our school, you must share this information immediately with our Safeguarding Lead, Deputy Lead or SEND Lead.

For communication relating to safeguarding, emails can be sent to safeguarding@aldermanpayne.cambs.sch.uk

If you think the matter is very serious and may be related to child protection, e.g. physical, emotional, sexual abuse, neglect or radicalisation, you must find the designated professional and provide them with a written record of your concern. A copy of the form is available from the school office or staff board. Please ensure you complete all sections as described.

Our DSL's are:



Mrs Mulford



Mrs Topping



Mrs Hemsall

For regular, or professional visitors working with children in school, a concern log can be shared via My Concern using the Community Reporting Tool. Details can be found on the Safeguarding Display in the staff room, via the school office or from one of the DSLs.

Our Safeguarding Governor is Paul Stratford.

If you wish to make an allegation about the Headteacher you should pass this information to the Chair of the Governing Body, Mr Paul Stratford chair@aldermanpayne.cambs.sch.uk

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Mobile Phones, Cameras and Devices



We recognise that visitors may have their personal device with them during a visit to school. However, safeguarding of children within the setting is paramount and it is recognised that personal devices have the potential to be used inappropriately and therefore the school management has implemented the following policy:

- Personal devices must be switched off whilst on the school site, or left securely with the school office. If staff see a device being used, we reserve the right to ask visitors to put it away. If visitors refuse, then they may be asked to leave the school premises.
- Photos or recordings including video and audio must not be made without explicit consent. Visitors must understand that some parents have directly denied consent for any videos or photos to be taken. Staff will direct whether or not consent is given for in school activities.
- If consent is given, parents/carers/relatives of children who take/make recordings at sporting or performance events will be reminded that they are NOT to publish images or recordings of children other than their own on any internet platform (e.g Facebook, Twitter or websites).
- For businesses or contractors required to take photographs as part of their visit (for example as evidence of work completed), no children or staff should be visible within the photo and the taking of the photo should be supervised. Staff reserve the right to request to see the photo taken.
- Any visitor who does not comply, may be asked to leave the school premises.

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Fire Evacuation and Invacuation Procedures



Fire Evacuation

If you discover a fire, please raise the alarm via a fire call point.

Alarms are located to the side of all fire exits within the building. Exits and assembly points are displayed around the school.

On hearing alarm you must:

- evacuate the building using the nearest safe emergency exit closing doors and windows as you exit.
- staff will take all pupils to the assembly points at the front or rear of the school and will check attendance. There is no talking during this time.
- all other staff and visitors to evacuate to the assembly points at the front or rear of the school. There is no talking during this time.
- the Headteacher or Senior Leadership team will liaise with the fire brigade to ascertain evacuation of the site or to return into the building.
- no-one is to re-enter the building unless given instructions by a member of the senior leadership team.

Invacuation

If there are concerns that the security of the site has been breached by an intruder, the invacuation procedure is enforced.

In the event of an Invacuation (this is triggered by an alarm that is sounded in the outside areas of the school) all pupils staff and visitors must

- remain or be taken inside the school, using the nearest door, ensuring that all doors and windows are closed.
- Staff, children and visitors assemble at the closest assembly point. By the staffroom/Inclusion room/Hive. There must be at least one member of staff at each assembly point and they will take the register to see which children are in the area. Staff will communicate with each other to ensure that all children and adults in the setting are accounted for. There is no other talking at this time.
- A member of SLT will alert the emergency services as required and will instruct when children, staff and visitors may leave the assembly points.

Children and staff practice these procedures regularly and therefore visitors will have plenty of support to direct them to the appropriate place.

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