

Fire Procedures

Should the fire alarm go off please make your way out of the building following the fire exit signs. All rooms in the school have a fire exit plan displayed on the wall. Our fire assembly point is on the big playground, against the back wall. Please make yourself known so that we are able to account for your presence.

Health & Safety

First Aid

First Aid kits are located outside of the KS1 girl's cloakroom, in the school hall and in the school office. We also have a medical room, situated next to the school office. Please speak to a member of staff should you require a First Aider.

Housekeeping

Health & Safety is the responsibility of all individuals. Please work with us to maintain a healthy and safe environment by informing the school office of any issues and exercising good standards of housekeeping.

Further Information

Please refer to our Child Protection Policy which is available on the school website, or in the school office.

www.covp.org.uk

Additional guidance is available from:



<http://www.northamptonshirescb.org.uk/>

Independent advice and guidance is available from:



Corby Old Village Primary School



Safeguarding Children

A Guide for Visitors & Volunteers

Designated Safeguarding Lead

Miss Paula Thomas

Deputy Safeguarding Lead

Mrs Yvonne Lowe

Nominated Safeguarding Governor

Mrs Alison Eden

Safeguarding Children at Corby Old Village Primary School

Statutory requirements

The single most important duty of anyone visiting or volunteering at our school is to ensure the safety of our children. Not only are these statutory obligations, we want to ensure that we create a positive, caring and safe environment in which to learn.

So, a condition of being welcomed as a visitor/volunteer in our school is that we expect you to support the school in ensuring that our children are protected at all times. To do this we ask you to:

- ◆ Make sure you know who the Designated Safeguarding Leads are in school.
- ◆ Be aware of the ways you can report any concerns you may have.
- ◆ Agree to abide by our Code of Conduct for visitors and volunteers.

The key information is in this leaflet but please look at our website or speak to one of the DSLs for further information if you need it.

The types of abuse that children can suffer are:

- ◆ Physical abuse
- ◆ Emotional abuse
- ◆ Sexual abuse
- ◆ Neglect



Designated Safeguarding Lead

Miss Paula Thomas
Head Teacher



Deputy Safeguarding Lead

Mrs Yvonne Lowe
Deputy Head, SENCO and Year 6 Class
Teacher

If you have a concern about any member of our school community please speak to one of the Designated Safeguarding Leads above.

We understand that people are sometimes unsure whether they should report something or not. Our advice would always be that if something makes you feel uncomfortable then speak to a DSL. It is the role of the DSL to decide if any action is needed but we cannot make that decision if you do not tell us.

Code of Conduct

We expect you to:

- Sign in to school when you arrive, sign out when you leave & wear your identification badge at all times.
- Act as a positive role model at all times, displaying high standards in the use of language, manner, punctuality and preparation.
- Keep information confidential.
- Inform the teacher of any inappropriate behaviour.
- Report any concerns about the welfare of any member of our school community to a DSL.
- Follow the instructions given to you by the class teacher (if you are working with children) and respect the guidance of the teacher at all times.
- Avoid any situation where you are working alone with a child, out of sight of school staff.
- Never share personal information such as telephone numbers, email addresses or social media contacts with a child. If a child tries to share their details with you, you should inform the class teacher as soon as possible.
- Never use your mobile phone in school. If you do need to make or receive a call, please do so outside of the school building but not in the playground.
- Never take photographs or videos on a personal device.