

## Fire Procedures

Should the fire alarm go off please make your way out of the building following the fire exit signs. No matter where you are when the alarm sounds there is one fire evacuation point; on the main playground at the rear of the school and if not accessible use the staff carpark at the side of the school. Please make yourself known so that we are able to account for your presence.

## Health & Safety

First Aid kits are situated at various points throughout the school. Please speak to a member of staff should you require a First Aider; alternatively their names are displayed in the staff room, entrance lobby and school office.

Health and 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 and Staff Code of Conduct (available on the school website or from the school office.)

[www.kingscliffeschool.co.uk](http://www.kingscliffeschool.co.uk)

Additional guidance available from:



[www.northamptonshirescb.org.uk](http://www.northamptonshirescb.org.uk)

Independent advice and guidance is available from:



Kings Forest  
Kings Cliffe  
Peterborough  
PE8 6XS

01780 470259

[www.kingscliffeschool.co.uk](http://www.kingscliffeschool.co.uk)

## Safeguarding Children

A Guide for Visitors & Volunteers

## Safeguarding Staff

Mrs Lynda Bowyer – Designated  
Safeguarding Lead (DSL)

Mrs Barbara Yeo – Deputy DSL &  
Inclusion Lead

## Designated Safeguarding Governor

Mr Jim Gilbey

## Statutory Requirements

Working together to Safeguard Children (HM Government 2015) requires all schools follow the procedures for protecting children from abuse which are established by Northamptonshire Safeguarding Children Board.

Keeping Children Safe in Education (DfE 2016) states that “everyone who comes into contact with children and their families has a role to play in safeguarding”.

A condition of being welcomed as a visitor/volunteer in our school is that we expect you to support the school ensuring that our children are protected at all times:

- Make sure to know who the DSL staff are in the school.
- Be aware of the ways you can report any concerns.
- 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 DSL's for further information if you need it.

## Designated Safeguarding Staff

Mrs Lynda Bowyer



Mrs Barbara Yeo



If you have a concern about any member of our school community please speak to one of the DSL's above.

Cause for concern forms are available in the staffroom and in the school office.

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 DSL and record your observations on one of our forms. It is the role of the DSL to decide if any action is needed but we cannot make the 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, manners, punctuality and preparation.
- Keep information confidential.
- Inform the teacher of any inappropriate behaviour.
- Report any concerns about the welfare of any members of our school community.
- Follow 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 a member of staff as soon as possible.
- Never use your mobile phone in a teaching area nor take photographs or videos on a personal device.