

## Behaviour Policy

- ⇒ Treat everyone with respect.
- ⇒ Provide an example you wish others to follow.
- ⇒ Remember that someone else might misinterpret your actions, no matter how well-intentioned.
- ⇒ Plan activities so that they involve more than one child or at least are in the sight or hearing of others.
- ⇒ Respect a child's right to personal privacy.
- ⇒ Act as an appropriate role model.
- ⇒ Provide access for children and adults to feel comfortable enough to point out attitudes and behaviours they do not like and try to provide a caring atmosphere.
- ⇒ Do not jump to conclusions without checking facts
- ⇒ Do not permit abusive activities, e.g. bullying or ridiculing.
- ⇒ Do not play physical contact games, make inappropriate comments or have inappropriate banter with pupils.
- ⇒ Do not make suggestive remarks, gestures or tell sexist, racist or homophobic jokes.
- ⇒ Do not rely on your good name to protect you. It may not be enough.
- ⇒ Do not believe it could not happen to you ...

## Fire Safety

### What you should do if you hear the fire alarm:

- ⇒ Leave the building by the nearest exit.
- ⇒ Close any doors en-route without delaying your escape.
- ⇒ Do not stop or return to collect personal belongings.
- ⇒ Do pass any information to the Responsible Person (Teacher) at the assembly point.
- ⇒ You must remain at the assembly point for a roll call. Return to the building only when authorised to do so.

### What you should do if you discover a fire:

- ⇒ Raise the alarm by operating the nearest fire alarm call point .
- ⇒ Evacuate to the assembly point.
- ⇒ Do not use any fire fighting equipment unless life safety is threatened.
- ⇒ Fire Wardens to check toilets and close windows and doors on the way out.
- ⇒ Close any doors en-route without delaying your escape.
- ⇒ You must remain at the assembly point for a roll call. Return to the building only when authorised to do so.

## Phase Leaders



Upper KS2 Phase Leader  
Mrs Lisa Adams



KS21 Phase Leader  
Deputy Safeguarding Lead  
Mrs Joanne Bates



Lower KS2 Phase Leader  
Ms Nicola Tennant



EYFS Phase Leader  
Mr Patrick Miller

## Allegations

Any allegations should be reported to Tess Hackett, Head of School.

If the concerns are about the Head of School please inform the Chair of Governors, Gerry Dolan .



Chair of Governors  
Mr Gerry Dolan



## Welcome to St Alban & St Stephen Catholic Primary School & Nursery



At St Alban & St Stephen Catholic Primary School we aim to provide pupils with a safe and secure environment. All staff understand that it is their responsibility to keep children safe.

Deputy Designated  
Safeguarding Lead



Mrs Nicola Rees

Deputy Designated  
Safeguarding Lead



ASC Manager  
Mrs Najiyah Ramdani

Deputy Designated  
Safeguarding Lead



Assistant Head / SENCo  
Mrs Charlene Smith

Designated  
Safeguarding Lead



Head of School  
Ms Tessa Hackett

Governors' Designated  
Safeguarding Lead



Mr Richard Mills  
Governor

## What to do if you are concerned about a child

- ⇒ Listen to what the child says.
- ⇒ Explain to the child that you cannot keep it a secret and will have to tell an adult who will help.
- ⇒ Complete the attached Record of Concern sheet, recording the EXACT words of the child and hand it to either of our Designated Safeguarding Leads.
- ⇒ If a concern arises during Breakfast or Afterschool Club follow the same procedures and hand the completed Record of Concern sheet to our Designated Safeguarding Lead on duty.
- ⇒ DO NOT leave the Record of Concern Sheet on a desk. Make sure you hand it to one of the Designated Safeguarding Leads, who will sign it in your presence.



## Potential Classroom Hazards

We also ask that you remain vigilant to potential hazards in the classroom, around the building or out in the playground.

- ⇒ Sharp objects.
- ⇒ Trailing wires or blind cords.
- ⇒ Loose connections to sockets.
- ⇒ Flickering or missing lights.
- ⇒ Slip hazards e.g. water on the floor.
- ⇒ Cleaning materials.
- ⇒ Other trip hazards e.g. chairs sticking out.
- ⇒ Torn fencing.
- ⇒ Low lying branches.

If you see any of the above hazards please report it to the Caretaker on the Infant or Junior site.



Site Manager  
Mr Tony Phillips

## Premises

What to do if you see a stranger:

### 1) On the premises

- ⇒ Challenge them and ask them who they are here to see.
- ⇒ Arrange for an adult to escort them to the school office if they are a visitor (Do not allow them to walk through the school independently).

### 2) At the boundary fences

- ⇒ If they are behaving unusually e.g. staring, taking photos, etc. Inform the office as soon as possible who will inform the Police.
- ⇒ Look at them and make a mental note of build, hair/skin colour, clothing and activity.
- ⇒ If they are trying to snatch a child phone 999 straight away.

