

Behaviour Policy

- We expect all adults to act as a role model for our school values of respect, friendship, faith, determination and unity.
- 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.
- 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.
- Report any concerns about disrespectful, difficult or dangerous behaviour from children or adults, to a member of the Senior Leadership Team.
- Do not play physical contact games, make inappropriate comments or have inappropriate banter with pupils.
- Do not make suggestive remarks, gestures or use racist, sexist or homophobic language that discriminates against another person.

Online Safety & Communications

You must follow safeguarding and online safety expectations, ensuring that your online conduct and communication upholds the school's values at all times. We are a smartphone-free school. Mobile phones must not be used anywhere on school premises. Mobile phones must be turned to silent and kept in a bag or lockers except when multi-factor authentication is required to log in.

Fire Safety & Shelter In

What should you 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 and only return to building when authorised to do so
- The fire assembly points are located on the Top playground (Upper Site) and on the Triangle playground (Lower Site).

What to do if you discover a fire:

- raise the alarm by operating the nearest fire alarm call point.
- Evacuate to the assembly point as above.
- Do not use any firefighting equipment unless life safety is threatened.

What to do if you hear the Shelter in signal:

- You will hear the bell rung 5 times for 10 seconds, and a message on the walkie talkie.
- Shelter in 1 - Take shelter
- Shelter in 2 - Hide
- Shelter in 3 - Shelter away from windows
- Remain with a staff member who will assist you.

Allegations

Any allegations against an adult should be reported to Tess Hackett, Head of School. If the concerns are about the Head of School, please inform the Chair of Governors, Petty Lai.



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

Learning & growing with God by our side



SAFEGUARDING

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



**Designated
Safeguarding
Lead**

Ms Tess Hackett, Head
of School



**Deputy
Designated
Safeguarding
Lead**

Mrs Charlene Smith, Assistant
Head / SENDCo



**Deputy
Designated
Safeguarding
Lead**

Mrs Nicola Rees, Pastoral
Mentor



**Deputy
Designated
Safeguarding
Lead**

Mrs Joanne Bates, Assistant
Head

Phase Leaders



Upper KS2
Phase
Leader

Mrs Lisa Adams



Upper KS2
Phase
Leader

Ms Nicola Tennant



Lower KS1
Phase
Leader

Mrs Emma Rose



Lower EYFS
Phase
Leader

Mrs Hannah Ferrin

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 any of our Designated Safeguarding Leads.
- If a concern arises during Breakfast or Afterschool Club follow the same procedure 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.

For example;

- 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 Site Manager on the Lower or Upper site.



Mr Tony Phillips



Mr Sean Isaacs

Medical Room Locations

The Upper Site medical room is located adjacent to the main internal entrance. The Lower Site medical room is located in the Year 2 shared area, to the left of the internal main entrance. Emergency epipens and inhalers can be found in each medical room.

Defibrillators are located outside the upper site Office and inside the lower site Office foyer.

Premises

What to do if you see a stranger:

1) On the premises

- Challenge them and ask to see their lanyard 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 fence

- If they are behaving unusually e.g. staring, taking photos, etc, inform the School Office as soon as possible who will inform the Police.
- Look at them and make a mental note of build e.g. appearance, hair/skin colour, clothing and activity.
- If they are trying to interact with a child, report to the school office. If you believe there is immediate danger, call 999.

Senior Leadership Team



Mrs Sandra Lavelle Murphy
Executive Head



Ms Tess Hackett
Head of School



Mrs Charlene Smith
Assistant Head/SENDCo



Mrs Joanne Bates
Assistant Head

