



Visitors Induction and Information Booklet

At St Hilary School we are committed to safeguarding and promoting the welfare of pupils in our care and we expect all staff and volunteers to share this firm commitment.

We aim:

- To provide an environment where each child feels happy, safe and valued as an individual with unique skills and talents, and who experiences success.
- To provide an education which develops the child intellectually, academically, physically, socially, emotionally, culturally and morally.
- To provide a rich, stimulating real project based curriculum that promotes high expectations and secures high standards through engaging, interactive, and stimulating programmes of study, including delivery of the National Curriculum.
- To encourage children to take responsibility for their own learning and be encouraged to achieve their potential.
- To offer a local/global curriculum where children are encouraged to take care of and appreciate the world and the people around them.
- To celebrate the diversity of our society, to be inclusive, and to promote community cohesions and respect of all religions, cultures and backgrounds.
- To build a strong sense of a learning community based on positive communication and effective partnerships between home and school.
- To encourage and expect parents to take an active role in their child's learning in school and support their child's learning at home.

The School Day

8.45am School gates are open for children and parents – Juniors assemble in the top playground, and infants in the lower playground.

8:55am Registration, Early Morning Work

10.10-10.30am Infant break

10.40-11.00am Junior break

12.00pm- 1.00pm Lunch for infants

12.15pm- 1.15pm Lunch for juniors

3.15pm End of day for infants

3.30pm End of day for juniors

We hope you have a very happy and fulfilled time at St Hilary School and enjoy working with us to provide the very best education for our pupils that we can.

If you are not sure about anything during the school day, then please don't hesitate to ask the office staff, the Headteacher or a member of the teaching staff.

Day to day information you will need to know:

1. Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share this commitment. The school operates a stringent Child Protection Policy, in line with Cornwall and Isles of Scilly Child Protection guidelines. On application to be a regular volunteer helper, you may be asked to complete a DBS (Disclosure and Barring Service) check.

2. Signing in

Entry to the school may only be done via reception. Please make sure you sign in on the electronic signing in system at the reception front desk and you will be given a visitor badge to wear, so people know that you are a visitor or volunteer.

3. Working in our school

If you are a regular visitor, then an enhanced disclosure and barring service check will have been completed. Otherwise, when you are working in school, you will always be under the supervision of a staff member and should, for your own protection, be in sight or earshot of them. Please do not take a child or group into a room on your own.

4. Positive Behaviour Management

We expect excellent, polite and respectful behaviour from all of our children, but if a child you are working with displays any unacceptable behaviour please tell one of our staff immediately who will deal with the child appropriately.

5. First Aid

First Aid equipment is available in the school office and there is a list of qualified First Aiders in the entrance and around the school. All staff have undergone basic first aid training. If a child hurts themselves, please notify a member of staff immediately.

6. Emergencies - fire

Wherever you are working in the school, it is for your own safety that you ascertain where the nearest fire exit is. In the case of fire a continuous bell ring will be heard. In the event of a fire alarm/drill, the assembly points are in the bottom playground if you are working in the lower half of the school, and the top playground if in the higher half of the school.

7. Refreshments

You are welcome to join us in the staff room at break times where there is water and a range of hot drinks available.

8. Confidentiality

All information regarding pupils and staff must remain confidential.

9. Dress Code/Mobile Phones/Facebook

Our school has a dress code for all staff that is smart and respectful i.e. no low tops and modest length dresses/skirts. Mobile phones are to be switched off or to silent when in school and only used during lunchtimes or breaktimes. They are not to be used for taking photos of children. Social media must NOT be used to refer to any activities within the school.

10. Policy documents

Essential documents are available on the school website and from the school office.

Please see: Keeping Children Safe in Education 2016, Safer Working Practice Policy, Safeguarding and Child Protection and Safeguarding Policy, PREVENT/ Radicalisation Policy, Behaviour and Policy, Anti-Bullying Policy, Computing Acceptable Use Policy, Whistle Blowing Policy, Health, Safety and Welfare Policy, Fire Procedures.

Safeguarding at St Hilary School

Your safeguarding duty as a visitor

As an adult working in this school you have a duty of care towards all students. This means you should act at all times in a way that is consistent with their safety and welfare. If you have a concern about a child, particularly if you think s/he may be suffering or is at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Safeguarding Lead (DSL) **Kelley Butcher (Headteacher)**, or Deputy DSL **Michelle Brant (SENCo)**.

The following is not an exhaustive list but you might become concerned as a result of:

- Seeing a physical injury which you believe to be non-accidental
 - Observing something in the appearance of a student which leads you to think his/her needs are being neglected.
 - Witnessing behaviour which gives rise to concern from a student or an adult
 - A student telling you that s/he has been subjected to some form of abuse
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DOs and DON'Ts

- If you are concerned you must **immediately**
 - record your concerns on a referral form which are available in the staff room
 - date and sign the account
 - hand the form personally to either of the DSL's.
- If a student talks to you about (discloses) abuse you should:
 - Listen carefully without interruption
 - Only ask sufficient, open questions to clarify what you have heard. Do not 'lead' the student in any way.
 - Make it clear you are obliged to pass the information on, but only to those who need to know

You must not:

- ask the student to repeat the disclosure to anyone else in the school,
- ask him/her or any other student to write a 'statement'
- You must not inform parents.
- You are not expected to make a judgement about whether the student is telling the truth.
- You must not discuss the situation with anyone other than the DSL

If the behaviour of another adult in the school gives rise for concern you should report it to the named senior officer who is Kelley Butcher (Head). If it is about the named senior officer, you should speak to the Deputy Headteacher (Rob Hamshar).

Remember- share any concerns. Do not keep them to yourself.

Visitors and Visiting Speakers Agreement

We understand the importance of visitors and external agencies to enrich the experiences of our pupils. In order to maintain a clear focus on our main priority of teaching and learning within a safe and protective environment, care must be exercised to respect the diverse views and values of all pupils.

The visitor/speaker must agree to the following terms and conditions and will be asked to sign an agreement on entry to the school:

- Any presentation must be appropriate to the age and maturity level of the pupil, parent or staff audience.
- Appropriate dress, language, and behaviour are required by the speaker/visitor at all times.
- The visitor and presentation/ activity must not incite hatred, violence or call for the breaking of the law.
- The visitor is not permitted to encourage, glorify or promote any acts of terrorism (including individuals, groups or organisations that support such acts), extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.
- The visitor must not spread hatred and intolerance or marginalise any group/s in the community and thus aid in disrupting social and community harmony.
- The content of the speech/presentation or visit must contribute to preparing pupils for life in modern Britain and support the academy's ethos and values.
- The visitor must seek to avoid insulting any faiths or groups, within a framework of positive debate and challenge.
- The visitor is not permitted to raise or gather funds for any external organisation or cause without express permission from the Headteacher.
- The visitor agrees to comply with the academy's Equality and Child Protection Policies and safeguarding procedures.
- Academy staff have the right and responsibility to interrupt, balance or stop the presentation or activity for any violation of this agreement.
- The visitor agrees to be accompanied in the academy at all times (unless appropriate DBS checks and procedures have taken place).