

ELLWOOD COMMUNITY
PRIMARY SCHOOL



SUPPLY STAFF, VOLUNTEERS AND
VISITORS GUIDE

Headteacher: Mrs D Milford
Deputy Headteacher: Mrs N Marshall
Administrator: Mrs C Pole
Assistant Administrator: Mrs R Tait

The School Day

<i>Pupils</i>		<i>Staff</i>
8.45 a.m.	Gates open, children come into the playground and straight to class.	A member of staff on the school gate.
8.55 a.m.	Registration	Class Teacher
9.00 a.m.	Session 1.	Class teachers responsibility.
10.30 a.m.	Break time	Duty staff on playground. Rota displayed in staffroom.
10.45 a.m.	Session 2	Children collected from playground, class teacher responsibility
12 noon 12.15	Lunch for KS1 Children Lunch for KS2 Children	Midday supervisors
12.55 p.m.	Bells signals end of lunch	Children collected from playground by TA or class teacher
1.00 - 3.15 p.m.	Session 3 and 4	Class teacher
3.15 p.m.	End of school day	Supervise departure from building / clubs - Infants to be handed over by TA/teacher

- Younger children can have a 10 minute afternoon break at approximately 2.00 p.m. - class teachers/TAs are responsible for the supervision of their own class.

Register Procedure Registers must be marked at 9.00 a.m. and 1.00 p.m.

Registers are taken electronically and Health and Safety sheets are taken to the office.

Dinner Register There is a separate school meal register, to be returned to the office.

Safeguarding and Health & Safety - Please read information over page.



Information for Supply Staff, Volunteers and Visitors

Before entering our school, please take a moment to read the following important information. The children's health, safety and well-being is a key priority and we ask you to help us in achieving this. If you have any concerns, please tell us.

- Designated Safeguarding Lead: **Mrs D Milford**
(Headteacher)
- Person responsible for Health and Safety **Mrs D Milford**
(Headteacher)
- In the event of Mrs Milford not being available, please report Safeguarding issues to Mrs Charles, FSW, **Mrs Nikki Marshall (Deputy Head)**, who can be found in Willow Class or Headteacher's office, or Miss Peart in Oak class.
- In the absence of Mrs Milford, Mrs Marshall, Miss Peart and Mrs Charles, please report to any member of the teaching staff.

Gloucestershire Safeguarding Children Board (GSCB) procedures can be found on www.gscb.org.uk

In the event of fire

Our fire alarm has a continuous bell. Please ensure that you have read the Fire Evacuation Instructions on display in each classroom. In the event of an alarm, please follow these instructions.

Lockdown and Evacuation Signals

- Signal for fire evacuation - Continuous ring from fire alarm
- Signal for bomb evacuation - Continuous ring from the fire alarm
- Signal for all-clear - HT/SLT/Nursery will tell staff that it is all clear
- Signal for Lockdown - a verbal signal will be broadcast over the two way radio system. If pupils are in the building, a staff member will lock the external doors and classroom down (Chestnut and Oak), close windows and blinds and children will shelter under desks.

If pupils are outside, children will return to the building. Oak, Chestnut and Beech will go to Beech Class and Sycamore and Willow will go to Sycamore Class.

Two-Way Radios

- Each class has their own two-way radio and it should be kept on at all times.
- When leaving the classroom to go outside e.g. playtime and PE lessons, a radio must be taken.
- The member of staff on duty at playtime and lunchtime will have a radio with them.

Supply Staff - end of school day

At the end of the school day, all children should be handed over to parents or carers individually. Please sign the Visitors' Book on entry and exit to school.

Child Protection summary for all temporary staff

This summary sheet is for staff who work in the school on supply or other short contracts (even for a day). Ensuring such staff read this sheet contributes to the school's commitment to safeguarding and promoting the welfare of pupils.

As an adult working in this school you have a duty of care towards all pupils. 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 at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Safeguarding Lead (DSL) **Mrs D Milford (Headteacher)** or the deputy DSL who are; **Mrs Marshall, Mrs Charles and Miss Peart** are also able to deal with Safeguard issues. The Safeguarding Governor is **Mrs H Cornock (Chair of Governors)** chair1@ellwood.gloucs.sch.uk 01594 835624.

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 pupil which leads you to think his/her needs are being neglected
- Witnessing behaviour which gives rise to concern
- A pupil telling you that s/he has been subjected to some form of abuse.

In any of these circumstances arise you should write down what you observed or heard, date and sign the account and give it to the DSL or deputy.

If a pupil talks to you about (a disclosure) abuse you should:

- Listen carefully without interruption, particularly if s/he is freely recalling significant events
- Only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not 'lead' the pupil in any way so should only ask 'open' questions
- Make it clear you are obliged to pass the information on, but only to those who need to know
- Tell the DSL or deputy DSL without delay
- Write an account of the conversation as soon as you are able (definitely the same day), date and sign it and give it to the DSL.

You are not expected to make a judgement about whether the child is telling the truth. **Remember** - share any concerns, don't keep them to yourself.

If the behaviour of another adult in the school gives rise to concern you must report it to the Headteacher or senior leader.

Any allegations concerning staff should be reported to Mrs D Milford, however any allegations concerning the Headteacher must be reported to Mrs H Cornock (Chair of Governors).

Ellwood Primary School

First Aid Procedure

Together with Ellwood Primary School Policies for Behaviour, Child Protection, Health and Safety, Equality, Anti-Bulling and Internet Safety it forms our Policy for Safeguarding.

Ellwood School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment.

Children who become ill while they are in school can only be offered such attention as a caring parent would provide, supported by qualified first aiders.

If a child is too unwell to remain in school please report to Office, who will contact a parent/carer so the child can be sent home.

In an emergency, the usual medical services will be called by the office as parents/carers are asked to authorise us to take necessary decisions in such circumstances when we are unable to contact them.

Qualified at work First Aider:

Mrs Marilyn Charles - Teaching Assistant/FSW

All staff are given the opportunity to attend Basic First Aid in Education training - currently the majority of staff have attended this.

Adults working with Reception children have completed the Early Years First Aid (paediatric) training and other staff in school are also trained.

Basic First Aid kits are kept in each classroom and disabled Toilet. Cupboards housing First Aid boxes are clearly marked. Class Teacher/TA keep boxes stocked and let office know when further supplies are needed. Trip first aid kits are kept outside the staffroom.

First Aid

All incidents that are seen by an adult are recorded in the Class First Aid Book. The midday supervisors have first aid booked but more major incidents may need to be reported to the Headteacher/Administrator, so that a decision can be made as to whether official paperwork needs to be completed and returned to County. Parents/carers are informed of the injury if significant and of any first aid administered to the child. If a child has incurred a head injury a lilac slip is also sent home to the parent/carer with details of the injury, date and time. First aid slips should be completed by the adult who is dealing with it at the time. The child should be handed to the parent/carer at the end of the day.

Administering Medicine

If a child needs to have medicine administered the arrangement is the ultimate responsibility of the Head. However other staff can administer with permission.

Medicines must be given into the office, clearly labelled with the child's name. The Administrator or the Head will normally agree to look after medicine and administer according to the written instructions supplied by parents / carers on a signed Authorisation Form. A record of the medicine taken is then made on the appropriate form in the office. All medicines are to be kept in a lockable cabinet. Aspirins are kept in cabinet in case of Heart attack in adults.

Inhalers

Any child needing to have access to an inhaler/Volumatic for asthma one is kept in the classroom and a spare in the office first aid cupboard. KS2 children are expected to take responsibility for their inhalers. Inhalers must be taken into all lessons or must have access to them and also on school trips.

It is the parent/carers responsibility to ensure that medication kept in school is in date. Class Teacher/TA to monitor. Children with severe medical conditions that require prompt treatment are identified in the Classroom, Staffroom and Office. A record of Medical Conditions is kept securely in each classroom and a care plan for children with any long-term ailments, medical conditions or allergies.

School Pond

See separate Risk Assessment, if taking children out to the Pond area in the school grounds.

Forest School

See separate Risk Assessment.

Outside Visits

A list of children with medical conditions and any medication needed is taken, under the responsibility of the Class Teacher (see Health and Safety Offsite Visits). A list of parents name and contact details must be taken offsite. Teachers should contact parents directly for serious incidents and complete a first aid slip.

If an incident happens off site then the procedure is as follows:

- Adult made aware of incident
- Check injuries
- Seek more help if needed or not trained in first aid
- Complete first aid slip with child's full name
- Make other staff aware of the child's injury
- If serious injury, phone parent directly (contact details will be in your pack) along with the risk assessment
- Phone school and give child's full name and date of birth and description of the injury
- Check on the child regularly throughout the day and record times the checks took place
- Take the child to the parent at the end of the day and explain what has happened, give the first aid slip and report any treatment/first aid given

All areas have Red Triangles that clearly identify location and are to be used if urgent assistance is required.

This policy is scheduled for review annually.

Signed: *D. Milford*

Headteacher

Playtime Guidance

The priority at playtime (break and lunch) is to ensure that children are safe and have an enjoyable and social time.

Children who are asthmatic need to have inhalers readily accessible.

Duty staff need to be on duty promptly and wear a reflective waistcoat. Hot drinks can only be taken out in an insulated, lidded beaker.

Children must be collected promptly at the end of breaks by Class Teacher or TA.

Playground Boundaries

A decision as to whether it is safe for children to play on the grass is made by the Supervising Teacher at break time and Mrs Pendrey at lunchtime.

A visual inspection of this area to be made to ensure it is safe; particularly after stormy weather when damage may have occurred to trees around the perimeter.

When the grassed area is used children are not to go past the Rockery area (bottom right of the field) or garden. Area to right of Oak outside area (looking from activity trail) needs to be monitored to ensure no children go behind sheds.

Play Adventure Equipment	Reading Shed	Sports Leaders	
Monday	Oak Class	Willow	Bodi & April
Tuesday	Chestnut Class	Sycamore	Harvey & Blake Lea
Wednesday	Beech Class	Chestnut	Ruby & Darcey
Thursday	Sycamore Class	Beech	Lilly & Riley
Friday	Willow Class	Oak	Callum & Josh

Days are not transferrable and if weather doesn't allow for use of trail, the class affected miss that week.

Use of Monkey Bars - Children must be able to reach the bars independently and not be supported by an adult. Only one child on bars at a time.

Higher bars children start at the playground end of the bars, swinging across to tree side.

Lower bars - children start at the school end swinging down to field side.

Football

- No football at morning break
- Oak and Chestnut may have the football out during afternoon break at discretion of teacher.
- Lunchtime football is organised by Mrs Pendrey.

General Rules

- Children do not enter building during break or lunchtimes without a band - yellow bands are taken out by Supervising teacher / lunchtime supervisor. Teachers are responsible for letting lunchtime supervisors know if groups of children are attending clubs in school during lunchtime.
- Children are not to carry other children or help one another to do gymnastics.
- Trees and fences are not to be climbed.
- Young Sports Leaders are the only children allowed in shed and are responsible for putting out equipment (other than balls that are taken out by lunchtime supervisor only at lunchtime) and putting away.

At the sound of a whistle or bell all children must immediately:

- ✓ **Stop** what they are doing
- ✓ **Stand still** and be
- ✓ **Silent**.

The whistle / bell usually signals the end of break time but may be used for other situations where it is essential children listen.

The bell is used to signal the end of lunchtime and there is the same expectation for children to **stop, stand still** and be **silent**.

Once the children have **stopped, are still** and **silent** the supervising adult will direct them to walk to their lines quietly. Corridor monitors will be sent in first.

