

**PLEASE FOLLOW THE
ADVICE IN THIS LEAFLET
AND KEEP YOURSELF AND
OUR CHILDREN SAFE !**



**Frinton-on-Sea Primary
School hope you have
found this leaflet
informative and useful.**



every child matters

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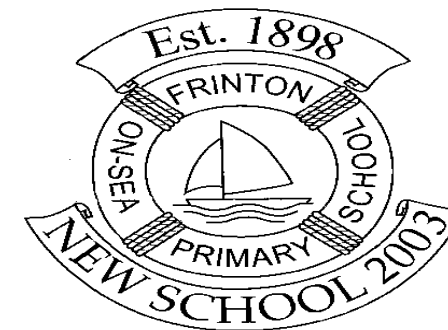
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FRINTON-ON-SEA PRIMARY SCHOOL



Believe, Succeed &

Grow Together



**Executive Head Teacher :
Mrs T Caffull**

ENTRY TO THE SCHOOL

Adults visiting or working on a school site play an important part in the life of a school, whether helping to maintain the building or visiting as part of the school's wider community

We can all play a part in keeping children safe whilst working on or visiting the school site. So please go through the following procedures to keep every-one safe.

Please ensure that you go to reception, sign in and identify where you are from. You will then be asked to wear an identity badge showing you are a visitor. When leaving the school you are asked to sign out and return your badge.

To follow safe guarding procedures we may need to accompany you to where you will be working.

Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on a school site, whatever your job.

CHILD PROTECTION

The safety and welfare of the children is paramount. If you have any concerns about the children or their welfare please do not directly speak to the child. Please refer any concerns you have to the Head teacher who is responsible for Child Protection or in their absence to the Deputy Head, or SENCO. If a disclosure has been made directly to you please put this into writing and again refer it to the Head.

Please do not give any personal information to any pupil, for example your name, address, telephone or mobile number or email address.

Please do not accept or respond to a pupil attempting to give you personal information, for example their name, address, telephone or mobile number or email address.

Please be aware that contact made outside of the school environment, as a result of you coming into contact with a pupil whilst you are on a school site, may have an impact on your employment.

PUPIL BEHAVIOUR

We have high expectations for all our pupils. If you witness unacceptable behaviour please refer the matter to the Class Teacher or Senior Management Team. If you are a Supply Teacher please ensure that the Class Teacher and Head are made aware of any incidents.

GENERAL GUIDELINES

All staff and helpers are expected to act in a professional manner at all times.

Please ensure that this is reflected in your general appearance as well as your attitude. All staff should wear smart clothes, no jeans, except when they are participating in or supervising a sporting activity and footwear should be safe, to protect feet. Students are reminded that they are seen by the children as adults and therefore must behave appropriately towards pupils even if they know them socially outside of school.

Lunch and refreshments are available on the premises, please speak to the office with regards to price.

CONFIDENTIALITY

Please remember that whatever you see or hear in school is confidential and should under no circumstances be discussed with others or published on social media.