



## **Sutton Bonington Primary School** **Induction Information for Supply, Temporary or Peripatetic Staff and Volunteers**

Thank you for coming to work/volunteer at our school. Please read all the points below and if you are unsure about anything, ask the Head Teacher or a member of staff. If you will be with us for a significant amount of time or on a regular basis, this document will form the basis of a short induction with a senior member of staff.

### **Child Protection and Safeguarding**

If you are at all concerned, or notice anything unusual about a child, tell a member of staff or one of our safeguarding leads immediately. A concern may be:

- Something a child has told you
- Unusual marks, bruises etc
- Appearance (clothes, smells etc)
- A child's behaviour towards other children/adults
- Anything else that concerns you

If a child says something that concerns you, listen to them, reassure them and make notes. Never promise to keep it a secret and contact a designated safeguarding lead as soon as possible.

Our designated safeguarding leads are: Mr Paul Allen (Head Teacher), Miss Kat Chubb (Deputy Head Teacher) and Mrs Kate Bradley (SENCo). Information posters are located around the school.

If you are to be with us for a significant amount of time or on a regular basis, you will be asked to read the school's child protection and safeguarding policy, the DfE document *Keeping Children Safe in Education* and the school's behaviour policy.

### **Concerns about Other Adults**

If you have a concern about the behaviour of any another adult in school, please contact the head teacher as soon as possible. This may include inappropriate behaviour or language towards children and other members of staff or something that just doesn't feel quite right. Always share any concerns, however small they may seem.

If you have a concern about the behaviour of the head teacher, please contact the chair of governors – contact details can be obtained from the school office.

Equally, should school have any concerns about the behaviour or conduct of an adult from an external provider, we will address this through our own safeguarding procedures and policies. This may include contacting the LADO (Local Authority Designated Officer) for Nottinghamshire.

If you have any concerns about safeguarding practices in the school, a copy of our whistleblowing policy can be found in the staffroom or you can contact the NSPCC whistleblowing line on 0800 028 0285.

### **Confidentiality**

Please be aware of confidentiality at all times regarding children's names and details. All information concerning our children is confidential and is not to be shared outside of school.

### **Mobile Phones**

Mobile phones are not allowed in the main teaching areas and should be switched off and out of sight when you are in school. Mobile phones must not be used to take photographs of children.

### **Children's Behaviour**

As a school we use praise to encourage children with their achievements. We 'catch them being good' and use praise to ensure children are aware of the behaviour we expect from them in line with our school values (honesty, kindness, respect, pride, curiosity and resilience). If you have concerns about a child's behaviour, please refer this to a member of staff. Please do not deal with any incidents of poor behaviour yourself.

### **Fire Bell**

We regularly practise our fire drill so that all children and staff know what to do in the event of a fire.

- Make sure you know where the fire exits are. Ask someone to show you where the nearest fire alarm and fire extinguisher is.
- If the fire alarm sounds (continuous bell ringing), walk with your class onto the playground via the nearest exit. Children should walk sensibly, quietly and in single file. Line up on the playground and wait for your class register to be called by the teacher. Visitors should report to the Head Teacher or office staff.
- Stay outside until you are informed that it is safe to return to the building.

### **First Aid/Accidents**

There is a first aid kit in each classroom and a bag in the main office. Most TAs are first aid trained and should be informed if a child needs assistance.

- Ensure that all accidents are recorded in the accident book (kept with the first aid kit) and a copy of the note sent home so that parents are made aware.
- Where a child has had a significant bump to the face or head, parents must be contacted immediately – please let the school office know.
- If a child soils his/her clothes, we have spare clothing located near to each classroom.

### **Declaration**

I have read and understand this school information and will follow the guidance as set out by the school. I will ask a member of staff if I am unsure of anything.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_