



Sutton Bonington
Primary School

Sutton Bonington Primary School
Induction Information for External, Temporary or Peripatetic Staff and Volunteers

Thank you for coming to work or volunteer at our school. Please read all the points below and if you are unsure about anything, ask the Headteacher 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.

Arrival

Please always sign in and out of the school at the main office. You will be provided with a visitor badge to wear.

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 (Headteacher), Miss Kat Chubb (Deputy Head Teacher) and Mrs Amy Welstead (Senior Teacher). 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 (part 1)* 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.

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. Smart watches should be switched off or put into 'do not disturb' mode.

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). We reward children with Sutton Bonington Silvers and Gold Stars. 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 Alarm and Lockdown

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 Headteacher or office staff.
- Stay outside until you are informed that it is safe to return to the building.

We also have a lockdown procedure for if we needed to keep everyone inside the building safely – this is an intermittent siren. Please remain with the class you are working with, ensure all windows, doors and blinds are closed and locked and that all children wait silently – please refer to classroom information posters.

First Aid, Accidents and Allergies

There is a first aid kit in each classroom and a bag in the main office. Most staff 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 in the medical room.
- Some of our children have allergies and medical conditions – please do not give children anything to eat without supervision from a member of staff. We hold Epi-Pens in school in the event that a child experiences anaphylactic shock.

Thank you again for coming to work or volunteer at our school. We hope you find this an enjoyable experience. If you have any questions, please ask any member of staff who will be happy to help.