



Our values: - Respect Responsibility Reflection Resilience

Emergency Evacuations

A continuous siren or bell sounds to signal an evacuation of the building. Please go to the nearest exit and follow the staff and children to the muster point on each Key Stage playground. The staff are responsible for the children and they will follow the evacuation procedure which has been practised within our school.

First Aid

Should you need first aid whilst at Meadowside Primary School, a member of staff will be able to direct you to a qualified First Aider who will look after you. You will be responsible for reporting your injury to a member of staff who will log the accident in the correct manner.

School Telephones

Please familiarise yourself with the location of wall mounted school telephones located in the KS1/2 shared areas. Due to the size and nature of the school layout these telephones are used to make internal calls to staff and contact the school office.

Equality and Discrimination

The Equality Act 2010 covers all previous Race Relations, Disability Discrimination and Sex Discrimination Acts. This act covers all types of discrimination that is unlawful.

All staff are responsible for reporting incidents of discrimination against any member of our school community to the Head Teacher, who will oversee any reporting, maintenance of appropriate records and reporting arrangements. This includes incidents of **bullying**. The Anti Bullying policy can be found on the school website.

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Designated Safeguarding Team



DSL
Sarah Hammond
Pastoral Support
Manager



DDSL
Josie Garnham
Executive
Head Teacher



DDSL
Mia Lewis
Head of School



DDSL
Donna Astley
Assistant



DDSL
Clare Mills
Executive
SENDCo



DDSL
Ms Tomkins
Executive
Business Manager



DDSL
Kim Mount
Safeguarding
Governor

The Meadowside policy for Safeguarding, including child protection, is available on our website and on request from the school office.

<http://www.meadowsideprimary.org>

Concerns can also be raised through the Northamptonshire Children's Trust on

0300 126 300



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By Signing into School you are accepting these terms...

Meadowside Primary School



Growing at Meadowside Primary School

Safeguarding advice for :

- visitors and volunteers
- supply staff
- guest speakers
- parent helpers
- people representing other agencies
- contractors who are working on site

On Arrival

Security

To ensure health and safety in our school all visitors must sign in at Reception and wear the allocated lanyard at all times.

You will be challenged by staff if you are not wearing a lanyard.

Personal Belongings

All personal belongings to be stored in staff lockers. Lockers are located in the Staffroom and shared areas adjacent to KS1/KS2.

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SAFEGUARDING ADVICE FOR STAFF, VOLUNTEERS AND VISITORS

Responsibilities

Security

All adults entering our school are responsible for their own actions and behaviours. You should avoid any contact which would lead any reasonable person to question your motivation and intention.

At Meadowside we have a duty to safeguard and promote the welfare of our children at all times.

DBS certificates

All staff, supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates. This is to help prevent unsuitable people from working with children. Anyone wishing to volunteer can get advice from our school office about completing a DBS form.



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PLEASE FOLLOW THESE

- ◇ Do treat everyone in our school with respect.
- ◇ Do behave in a manner which is appropriate and that others can follow.
- ◇ Do follow the guidance in our Acceptable Use Policy (AUP).
- ◇ Do dress appropriately at all times.
- ◇ Do use the school lockers for the safe keeping of your personal belongings. Mobile phones may be used in the staffroom and need to be locked away when children are present.
- ◇ Do report any incidents that are inappropriate or you feel uncomfortable with when working with children or adults in school. .
- ◇ Do speak to a member of staff if you have a problem in school-don't take it away unresolved.
- ◇ Please ensure upon entering/exiting the car park gate that you wait until the gate has closed before leaving the area.

The different types of abuse children can suffer are: -

- ◇ Physical Abuse
- ◇ Emotional Abuse
- ◇ Sexual abuse
- ◇ Neglect

Thank you for your support in helping safeguard everyone at Meadowside.



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SAFEGUARDING

If, whilst working with a child, you become concerned about:

- The behaviour of an adult
- Comments made to you by a child
- Marks or bruising on a child
- Behaviour which is inappropriate by a child
- Peer on peer abuse
- Abusive and Sexualised behaviour
- E Safety within school

Please report these concerns to the Designated Safeguarding Person.

What should I do if a child discloses that they are being harmed?

- Listen and do not display shock or disbelief
- Do not ask any leading questions
- Allow the child to talk freely
- Do not promise to keep secret what has been said.
- Do not add your own ideas or experiences.
- Make notes, include the date and your name.
- Take this to a Designated Safeguarding Person immediately.

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