

School Times:

**Windmill, Oast
& Smugglers**
8.45am to 3.15pm

**Viking, Oxney
& Rother**
8.45am to 3.15pm

**Wittersham Church of England
Primary School**
The Street
Wittersham
Tenterden
Kent TN30 7EA

Telephone: 01797 270329

Email:

office@wittersham.kent.sch.uk

FIRE SAFETY

On hearing the fire alarm.....the fire alarm is a continuous sounding electric bell. Evacuate the building by the nearest fire exit. Do not stop to collect any belongings. Walk to the identified muster point (the school playground) and ensure your name is checked against the visitors register. Do not return to the building until you are instructed to do so.

ON DISCOVERING A FIRE

Sound the alarm by breaking the glass at a 'Call Point' situated around the school.

Evacuate the building by the nearest exit and make your way to the muster point (School Playground).

HEALTH & SAFETY

The school aims to provide a safe and healthy environment. If you have any concerns, please speak to the headteacher or office staff.



Wittersham Church of England Primary School

*'On a voyage of discovery; learning and growing
together in the light of God'*



Safeguard and Health & Safety Information for Visitors, Contractors and Volunteers

Who's Who at Wittersham Church of England Primary School Traffic Light Lanyard System

DBS
CHECKED

DBS
CHECKED

DBS
CHECKED

NO
DBS

TRUSTED
ADULT

TRUSTED
ADULT

TRUSTED
ADULT

UNKNOWN
ADULT

STAFF

GOVERNORS

VISITORS
VOLUNTEERS

VISITORS
VOLUNTEERS
CONTRACTOR

WELCOME TO WITTERSHAM CHURCH OF ENGLAND PRIMARY SCHOOL

This leaflet has been designed to help you understand the measures in place to protect your health, safety and security whilst visiting our school site and the health, safety and security of our pupils. It also contains other information which we hope you will find useful. Please do not hesitate to contact the school office if you need further information or assistance.

ARRIVAL

On arrival you will be asked to sign in and will be given a visitors lanyard. You will be required to wear this at all times. When leaving the school please remember to sign out and return your lanyard.

FIRST AID

If you require first aid, please go to the school office. Many of our staff are trained to administer first aid. Please check the lists displayed around the school for details of our staff who are trained.

NO SMOKING

Wittersham Church of England Primary School operates a strict non-smoking policy

MOBILE PHONES

We ask that volunteers and visitors switch off their mobile phones when working with children. Do not use phones with recording or photographic devices for anything other than making or receiving calls.

TOILETS

Please ensure you use the adult toilets located at either end of the school corridor and do not enter the toilets used by the children at any time.

DISABLED VISITORS

If you are disabled and feel that you require assistance during an evacuation of the building please advise the office staff when signing in so that arrangements can be made to assist you in the event of an emergency.

SECURITY

Please keep any personal belongings and paperwork with you at all times whilst on site. If you prefer, valuables/bags can be left in the school office for the duration of your visit.

SAFEGUARDING

Keeping Children Safe at Wittersham Church of England Primary School means we have a team of Designated Safeguard Leads (DSLs). If you have any worries about a child's safety please speak to one of them.

Mrs Coulson
Headteacher
Designated Safeguard Lead



Mrs Scott



Mrs Catt



Mrs Sterriker-Rhodes

(Deputy Designated Safeguard Leads)

**You can also contact Kent Safeguarding Team
on 03000 411 111**

If you have been DBS checked, you may be asked to work on a specific task with a group outside the classroom.

For your own safety and that of others, never be alone in a closed room or secluded space with a child. Make sure you are always visible and able to communicate with a member of staff.

CONFIDENTIALITY

Please be aware that anything you may hear or see to do with the school, it's children or staff remains confidential and should not be repeated outside the school or to other parents. Please share any incidents or concerns with the headteacher or class teacher who will take further action, if appropriate

WORKING WITH CHILDREN CODE OF CONDUCT

We ask all our visitors to retain confidentiality at all times and not use any inappropriate language or gestures.

We ask children to talk to adults as we do to them: politely and with respect. Good manners are very important at Wittersham Church of England Primary School. The school has an equal opportunities policy in relation to special needs, gender and race. We expect all adults and pupils to respect this.

We would expect all adult visitors to respect the confidential nature of working in a school. Please ensure that matters about children and the school are not discussed inappropriately or via any form of social media. If it is necessary to discuss an issue, please do this with the class teacher or headteacher.

If you are in any doubt about your role, where you should be working, please ask. Apart from moving about the school in the normal course of the day, we expect you to stay with the teacher who will supervise your activities.

After any activity, please ensure the working area is clean and tidy.

The safety of the children is of utmost importance. Please ensure that no child is left alone at any point. If a child feels or becomes unwell in your charge, please report this to the class teacher.

