

What should you do if you have a concern about the conduct of the Headteacher?

- Immediately inform another senior member of the Senior Leadership team who will contact the Chair of Governors.

How do I ensure that my behaviour is always appropriate?

- Appropriate relationships with children should always be based on mutual trust and respect.
- Many of our children are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this. However, it is essential that you are mindful of your response. We try to teach children not to be over affectionate so this should be discouraged.
- On rare occasions some children may require staff to physically intervene. This will be if the staff feel that the child will harm themselves or others. DO NOT physically intervene yourself, staff at The Orchard school receive physical intervention training. You have a valuable job to do in supporting other children in class.

Here are some further contact details:

- The Local Authority Designated Officer (LADO) may also be contacted on 0121 569 4770.
- The MASH Team can be contacted on 0121 569 3100
- The NSPCC Whistleblowing advice line is: 0800 028 0285
- If a child is in immediate danger call 999



The Orchard School
Causeway Green Road
Oldbury
B68 8LD
Telephone: 0121 569 7040
Email: info@orchard.sandwell.sch.uk



The Orchard School



Information for Visitors

Child protection and safeguarding procedures are of the utmost importance at The Orchard School. We are committed to safeguarding all of our children, and we expect all staff, volunteers and visitors to take their responsibility seriously so that we can ensure our school is a safe place to learn.

This leaflet contains information about our expectations of you whilst visiting our school. If you are unclear about any information within this leaflet please speak to your named contact, the Headteacher or Designated Safeguarding Lead.

Please keep this leaflet safe so that you refer to the information throughout your visit.

If you are concerned about the safety of any child in our school, you must report this to the Designated Safeguarding Lead:

Headteacher: Elizabeth Hopewell

Designated Safeguarding Lead: Lauren Petrie

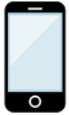
Visitor Procedures



Please sign in and out at the reception desk. You will be given an identification badge, please wear this at all times.



There is fire evacuation procedure information throughout the school. In the event of a fire alarm, please exit the building at the nearest exit. Should you discover a fire, you must raise the alarm using the nearest key operated break glass. Keys are located above the break glass. The fire assembly point is located in the sensory garden.



The use of personal mobile phones (including cameras and other handheld devices) is not permitted in pupil areas of the school. If you need to use your mobile phone, please ask a member of staff and they will direct you to an area where mobile phone use is permitted. No photography or video recording is permitted within the school without prior consent.



We are a No Smoking site. This includes e-cigarettes and vapes. Please do not smoke on the school premises.



Car parking is provided at the front of school. Please do not park in disabled bays if you do not have a blue badge. The school cannot accept responsibility for the loss of or damage to vehicles or personal effects. Vehicles and personal belongings are brought onto the school site at your own risk.



When signing in, please make us aware of any temporary or permanent disability. This includes the use of a wheelchair, walking stick, crutches, hearing or visual impairments and/or medical conditions.



Toilets and wash facilities are located off reception for staff and visitors.



First aid provision is located throughout the school site. There are numerous paediatric and adult first aiders on site. If you require first aid please inform a member of staff.



All accidents, incidents or near misses should be reported, the school office will be able to provide you with an accident form and advise you of the procedure to follow.

Safeguarding and Child Protection

The Orchard School is committed to safeguarding and has a duty of care to all our pupils, staff and visitors and we operate our own Safeguarding policy.

All visitors are required to comply with this policy and to co-operate with its operation.

As part of the policy all Orchard staff are checked for their suitability to work with children through the Disclosure and Barring Service (DBS). A DBS is also required for all supply staff, multi-agency staff, volunteers and contractors who are not supervised.

You are reminded that it is a criminal offence for individuals to work with children or young people if they have previously been disqualified from such activities.

If you encounter a situation which you consider inappropriate or should cause you any concerns, please inform a member of school staff or the Designated Safeguarding Lead immediately.

What should you do if you have a concern about any child?

- Report the concern to the Designated Safeguarding Lead.

What should you do if a child makes a disclosure?

- Our children use numerous ways to communicate and some children may not be able to disclose that they are being harmed so it is essential that everyone remains vigilant.
- Listen to the child without interruption, accepting what is said and avoid asking leading questions.
- Explain that you will need to share the information so that we can help them. Let them know you are glad they have shared the information.
- Report the concern to the Designated Safeguarding Lead.

What should you do if you have a concern about the conduct of a staff member?

- Immediately inform Elizabeth Hopewell (Head Teacher).
- In their absence inform Allison Shepherd (Deputy Headteacher).

Other important information



Staff welfare facilities can be found in the staffroom, including drinking water. Toilets and wash facilities are located around the school site. When children are present, please do not take hot drinks into the classroom and corridors.



Volunteers and supply staff should not use school computers for personal use.



Whilst supporting in the bathroom, children should never be left unattended. Prepare the changing area prior to taking the child to the changing bed.



It is acceptable to wear tee-shirts, jeans and trainers in school. We do ask that jeans should not be ripped or torn and that tee-shirts and tops do not contain any images or words that cause offence to others. We would request that staff are mindful of clothing that have low necklines, high hem lines or floor length skirts. Staff should always be mindful of their own safety and ensure that their clothing and jewellery may not cause a hazard to themselves or others. We do understand, support and respect that cultural practices require the wearing of modest clothing including covering head and hair. We do however feel that whilst in the classroom working with children that staff should not cover their faces.



For your own safety and for the safety of the children you will be working with, open toes or backless shoes are not allowed. Shoes should not have a kitten or stiletto heel.



Do not carry a child whilst you are walking. Children should either walk or make use of their personal equipment such as wheelchairs and walking aids.



If you have any emergency medication or allergies, please ensure that you notify the office manager and the class teacher of the class you are working in.

Other important information



There is a panic button on the wall in all classrooms and most workrooms. This is connected to the office and should be used if you need immediate help or there is an emergency situation.



If a child is lost within the building you will hear a 'code red' announcement over the tannoy system. 'Code green' will be announced when the child is found.



Please support children with their communication, across school children use a combination of Objects of Reference, Tassels, photos and symbols, Aided Language Displays, Communication and PODD books, Makaton signs, gestures and speech. Please discuss the communication methods for the pupils you are working with, with the class teacher.



You can be helpful by:

- Interacting with the children in the classroom or on the playground, play games with them, read them stories, sing songs or rhymes and model playing with different toys.
- Use your initiative regarding generic jobs if you have not been specifically asked to do something, these may include; washing up, tidying away resources, hanging up coats and bags, ensuring the children are clean, taking the diaries out of the children's bags.
- Always ask the class teacher if you need support or help.