

Message from the Headteacher

The Orchard School fully recognises the importance of ensuring the health, safety and welfare of our staff, students and others.

We are committed to continuous improvement in health and safety and safeguarding and will develop policies and procedures to achieve this aim. We are wholly committed to providing a safe and healthy environment for staff, pupils and visitors.



Car Parking

Car parking is provided at the front of the school. Please do not park on disabled bays if you do not have a blue badge.



Signing in

All visitors, contractors, students and supply staff must report in at reception. Please record the time of arrival, your vehicle registration number and purpose of your visit. You will be provided with an Identification Badge which you **must** wear at all times whilst on the premises. Please do not forget to sign out and return your ID badge before you leave.



Temporary or Permanent Disability

When signing in, you must inform us of any temporary or permanent disability. This includes use of a wheelchair, walking stick, crutches, hearing or visual impairment problems or medical condition. You should also inform us if you are pregnant.



Toilets and Wash Facilities

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



This is a NO smoking site.



Vehicles and Personal Effects

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.



Reporting of Accidents/Incidents

All accidents, incidents or near misses must be reported via the relevant form located in Reception.



First Aid

First aid provision is located throughout the building. Photos of First Aiders are displayed on top of each first aid point.



Emergencies/Fire Evacuations

All visitors are reminded to make themselves aware of the fire evacuation routes from the rooms that they use. Appropriate fire route signage is in place throughout the school. Should you discover a fire, you must raise the alarm using the nearest key operated break glass. Keys are located above the break glass. Please note our fire assembly point plan. If you are unsure of where the fire assembly point is located please ask a member of reception staff.

DO NOT TACKLE THE FIRE RAISE THE ALARM

An emergency is not the time to find out you do not know what to do.



Safeguarding and Child Protection

The school is committed to Safeguarding and promoting the welfare of children and young people. Any concerns **must** be brought to our attention without delay. Our Designated Safeguarding Lead and Deputies fulfill an essential role in developing and implementing policies that help to protect children

from all forms of abuse and create a safe school environment.

Safeguarding issues **must** be reported to a senior member of staff or safeguarding officer – notices are displayed around school with photographs.

If unsure ask at Reception. Do not leave the site with any concerns unreported.

Enhanced DBS Checks

These are required for all staff (including Multiagency) volunteers, supply staff and contractors on site.

If this is not in place, they will not be left alone and must be accompanied at all times by a member of staff.

What to do if you have concerns

Report any concerns to the class teacher who will pass the information to the school's Designated Senior member of staff.

What should I do if I suspect or a child discloses that he/she is being harmed?

Many of our children will not have the communication skills in order to disclose that they are being harmed. It is essential that we remain vigilant. If they can communicate that they are being harmed:

1. Listen to what is being said without being shocked
2. Allow the child to talk freely
3. Do not interrogate the child or ask leading questions
4. Do not criticise the alleged perpetrator
5. Explain you will have to tell the class teacher in order that you can help
6. Immediately record all details (separate fact from opinion)
7. Sign and date this and hand it to a designated member of staff.

What should I do if the alleged abuser is a member of staff?

Report all allegations to the Head teacher.

What should I do if the alleged abuser is the Headteacher?

Report all allegations to another senior member of staff who will notify the Chair of Governors.

How do I ensure that my behaviour is always appropriate?

- Appropriate relationships with children should be based on mutual trust and respect.
- As a volunteer/student /supply worker you may well be working closely with children sometimes on a one to one basis.
- 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 a rare occasion some children will require staff to physically intervene, if they feel that the child will harm themselves or others. **DO NOT** physically intervene yourself, Staff at the Orchard school received Physical intervention training and update regularly. You have a valuable job to do in supporting other children in class.

Other Important Guidance



Mobile phones are not permitted in class, corridors or bathroom/changing rooms.

Do not photograph pupils unless requested to by the class teacher on the class camera.

Volunteers/Supply Workers and Visitors should not use school computers for personal use.

Do not EVER leave a child unattended when changing under any circumstances. Prepare the area prior to bringing the child to the changing bed. Please ask for assistance if required.

Do not carry a child whilst walking.

Do not take any hot drinks into classroom areas or areas where children will be. If on a break, these can be consumed in the staffroom or if no children present, only in closed, sealed lid type cups.

Always wear closed footwear

For your own safety and for the safety of the children you may be hoisting or lifting (open toes or backless shoes are not allowed). If class based, these should be shoes with a small heel and not stilettos or kitten heels).

Appropriate clothing

It is permissible 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 has 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 trip 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.

Please help us to safeguard the children in our care by following these guidelines.

If you need any further clarification, please do not hesitate to see a senior member of staff.

Thank you for taking the time to familiarise yourself with the contents of this leaflet.



IMPORTANT – PLEASE READ

HEALTH AND SAFETY & SAFEGUARDING INFORMATION FOR SUPPLY STAFF, STUDENTS, VOLUNTEERS, VISITORS AND CONTRACTORS

It is your duty under the Health and Safety at Work Act 1974 to familiarise yourself with our health and safety arrangements when entering our building and grounds.

Contact Details:

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