



Thomas A' Becket Infant School



**Guidance for visitors, supply teachers,
students, volunteers and new members
of staff.**

2024-2025

Introduction

Thomas A'Becket Infant School welcomes many different people from the community, colleges and supply agencies. We are very proud to be able to support people with their careers, volunteers wishing to help in school and students completing their courses.

We have clear policies and procedures for everyone working in our school. This booklet gives clear guidance for our expectations, including who to ask for help and advice, confidentiality and most importantly the ***safeguarding and wellbeing*** of our young children and your responsibilities for this whilst in our school.

If you are working as a student in our school and become unwell and unfit for work, please call the School Office on 01903 235386 before 8:00am on the morning that you are ill or on the day before if you can.

Who's who?

Anyone in our school will be able to help you however there are members of the Senior Leadership Team that have responsibility for particular groups of visitors.

The Senior Leadership Team



Mrs Amanda Dingwall – Head Teacher & Designated Child Protection and Safeguarding Leader

Ms Teresa Bourne – SENDCo & Inclusion Lead, with responsibility for children with additional needs Designated Child Protection and Safeguarding Leader



Mrs Xanthe Wrigley – Assistant Head Teacher (Teaching and Learning). Deputy Designated Safeguarding Leader



Mrs Caroline Cockrell – Reception Leader of Learning for EYFS.

Mrs Claire Foot – School Business Manager



Safeguarding and Child Protection

The protection of young children is of the upmost importance and has the highest priority within our school.



Everyone working or volunteering within our school will have to complete Child Protection and Safeguarding training, have an enhanced DBS check (Disclosure and Barring Service) and complete our medical form. Not until all of these are in place and completed will you be able to work in the school.

FAQ

What do I do if I see or hear something that I am concerned about?

Incidents should be reported **immediately** to one of the Designating Safeguarding Leads. They will decide what course of action to take.

How do I record what I have seen or heard?

You will be asked to record any information in the Class Log. Recording of information needs to be factual without your opinion or conjecture. You then need to hand this to the DSL.

Should I tell the class teacher first?

You can tell the class teacher; however, they will ask you to report this to the DSL. They may also not be immediately available, and you should never wait until the next day.

What if I am not sure if it serious enough?

It is not your responsibility to make this decision. If you have seen or heard something that you feel is not acceptable for a young child you must report it, e.g. unkempt appearance including dirty fingernails, hair, body or clothes; no lunch in the child's lunch box; unusually quiet or any change in behaviour; bruising noticed whilst changing for P.E.

What happens at the end of the day?

The gates open at 2.50pm. All external doors must be closed, and all children must be inside. Children can only go home with their designated adult. The teacher or the teaching assistant in the class will be familiar with this adult. Children must remain on the carpet or at their tables until called individually to the classroom door. Children **must not** line up as they may leave without you noticing. This may take some time until you become familiar with parents/carers.

Can they go home with someone else?

NO – not unless you have received a message from the Office to confirm this. If you have not received a message, you must contact the office and call their designated carer to confirm.

Confidentiality

Working in a school can often expose us to information of a strictly confidential nature about pupils, their families, staff or other school related issues. We would expect this confidentiality to be always observed, so **please do not repeat anything you see or hear in school to anyone outside.**

Rumours and hearsay can be damaging so we trust you will respect this requirement from the school. It is very important for us to be able to trust all our invited visitors/staff. If you have any concerns about anything that you have seen or heard regarding pupils, parents or staff please report these straight to one of the Designated Safeguarding Leads.

Health & Safety

Please ensure that you are familiar with any health and safety requirements whilst visiting the school. These include:

- Medical issues
- Food allergies
- Risk assessments associated with any of the activities that you are undertaking.
- Fire evacuation and lockdown procedures.

Please also note the following requirements:

- Fire doors must not be blocked.
- First Aid can only be administered by a trained First Aider

Fire Evacuation Procedure

In the event of a fire alarm everyone must make their way to the main playground. If you are responsible for a class or a group, ensure the children are calm and exit quickly taking the quickest route to the playground.

Hand any children over to the class teacher and make your way to the bottom playground, nearest the staff car park, to be checked. If you are solely responsible for the class, count the children to check that you have the correct number and raise your arm to confirm. Stay with the children and inform a Fire Warden that you are a visitor but staying with the class. If you have an additional adult in the classroom, ensure they close the classroom door on leaving.

[See Lockdown Procedure, Fire Evacuation Plan & Procedure at the end of this booklet](#)

Dress Code

Everyone that volunteers or works at Thomas A' Becket Infant School is required to dress appropriately, and we would therefore ask that your attire is smart/ casual dress.

'Beach wear' such as strappy/vest tops or dresses are not appropriate. Shorts, if worn should be tailored and be of a length that is on or just above the knee.

Flip flop type shoes or sandals without an ankle strap are not appropriate as they increase the likelihood of accidents. Open toed shoes increase the likelihood of stubbing toes or being trodden on.

Jeans, denim or combat trousers are not appropriate, unless you are at Forest School.

If you are teaching or supporting in a PE session, then appropriate clothing should be worn, just as we expect the children to wear their PE kits on PE days. Longer length



leggings that are below the knee are fine. If cycling shorts are worn, then they should be paired with a longer top / t-shirt, not a vest top.

Remember that we have very small chairs and there may be a certain amount of crouching, bending etc. to work alongside our young people.

If you need any clarification, please do not hesitate to ask us. Thank you for your co-operation in this matter.

Security

- All visitors and staff must sign in and out using the iPad in the office lobby.
- Everyone is designated a lanyard that must be worn whilst in the building to identify yourself as a registered visitor that the children can trust. Please ensure you collect this each day on arrival.
- All the gates are locked by 8.50am and reopened at 2.50pm
- Children moving around the school on their own, must be in pairs.
- All adults are responsible for knowing how many children are in the class.
- Children must be counted each time they leave one area of the school and move to another e.g. going out to play and coming back from the playground.

Mobile Phones & Social Networking

Please do not have your mobile phones on you during lesson times. They must be on silent and out of sight and not on you.

They must not be used for taking photos – all classrooms have a designated IPAD.



Please do not post any photos, information or comments about the school, staff or children on any social media websites. Please be aware some parents have not given permission for their child to be photographed.

Break Times



Due to the size of our staff and staffroom we request that volunteers and college students use the seating areas around the school.

You will be offered a hot or cold drink; hot drinks can only be consumed in school, in a cup with a lid for safety reasons.

First Aid & Medical Issues

All Teaching Assistants are qualified to administer basic first aid in the classrooms and on the playground.

If you need additional help with a first aid incident, please radio for a member of the Office team to join you or ask for assistance from another member of staff. If a child is badly hurt, please ensure that a member of staff accompanies the child with the relevant information so that the Office first aiders can respond appropriately. Please remember that it is important NEVER to lift or carry a child.

IF YOU ARE HELPING REGULARLY IN CLASS, PLEASE ENSURE THAT YOU ARE INFORMED ABOUT CHILDREN WHO HAVE ALLERGIES OR SERIOUS MEDICAL CONDITIONS. THIS INFO WILL BE IN YOUR CLASS FIRST AID BAG.



For Students on their Teaching Practice/Placements

Whilst working in the classroom, students will be regarded as part of the T.A.B. Team. As such you will be invited to all and every staff meeting, INSET days and training whilst you are here.

It is important that the children regard you as a member of staff. Please be aware of them cuddling up to you, sitting on your lap or becoming overly affectionate.

Boundaries should be clearly set out from your first day. Guidance for this can be taken from your induction and your class teacher.

Please do not enter the children's toilets. If you are made aware of a problem, notify another adult immediately.

Behaviour Policy and Expectations

At Thomas A' Becket Infant School
We are **Safe, Kind** and **Ready** to Learn
We will **REACH** for the Stars

Respect
Effort
Attitude
Collaboration
Honesty

Children work towards a shared class reward using a 100 square as a visual prompt. When a child has demonstrated a school 'Value' they will be rewarded with a star for the chart.

The stars have a letter on them to indicate which value they have shown. Once the class has achieved 100 stars then a class reward is given.

Positive Praise

Reinforcing the 'Values' and their links to the 'Value Learning Friends' is done through careful planning and integration into the curriculum, assemblies, and praising children when the 'Values' are observed. We aim to reward children regularly to help raise self-esteem.

'Stars' and 'Above and Beyond' postcards can be handed out by any staff member. Positive reinforcement and our 'Above and Beyond' boards help reduce low level disruptive or attention needing behaviour.

When talking to a child about a behaviour incident, be aware of any additional needs they have and be sensitive and discreet:

Praise in Public, Remind in Private

THOMAS A'BECKET INFANT SCHOOL

LOCKDOWN PROCEDURE SUMMARY (For Emergency Purposes)

(Full detailed procedures can be found in the Lockdown policy circulated to staff annually)

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. These procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils, staff and visitors: -

- Partial Lockdown – a situation where risk is not perceived to be imminent. No one can be allowed to enter or leave the building; however, teaching and work should continue as usual if practicable to do so.
- Full Lockdown - an immediate threat to the school and may be an escalation of a partial 'lockdown'. The aim of a full 'lockdown' is for the school and its rooms to appear empty.

Lockdown procedures:

- Can be initiated by any member of staff
- Implemented without fuss/question
- Quiet, calmness is key
- Err on the side of caution (staff will have backing of SLT)
- Always prioritise safety
- Deal with facts not speculation

Process

- If any member of staff is concerned that there is an immediate danger to our pupils, they have the authority to initiate the process. If initiated from a classroom, contact the main office via walkie-talkie or telephone (201 / 202 / 204).
- If initiated by the Emergency Services or through the office. – If safe to do so, Office staff to also communicate the message to all walkie-talkie holders through the phrase 'Partial Lockdown' or 'Full Lockdown', with known details of the incident to the Lockdown Manager (*Headteacher or designated member of SLT*).
- If necessary, the Lockdown Manager or other member of SLT to call the Police with the nature of concern.
- Message to be cascaded through the school via walkie-talkies or nearest available adults. The person taking the call must ensure that nearby classrooms are given the message.

- Office staff to lock and secure the front entrance, close all windows and blinds and turn off lights. Bromcom text to be sent to advise parents/carers of incident (and again at end of incident when the 'all clear' is given).
- If safe to do so, Senior Leadership Team to walk around the school per zonal allocations to check all classes are aware of incident, check toilets and unattended areas are clear (taking any children to nearest classroom), close corridor blinds, turn off lights and lock external doors in these areas. Walkie-talkie message to office to confirm classes are accounted for and / or of any missing children. At the end of the incident, SLT to inform all staff when lockdown is complete and normal service can be resumed.
- Premises Officer to lock Car Park gates and metal gate into Year 1 compound and other entrances to the school if safe to do so, lock all 'non-classroom' external doors from inside the building and monitor CCTV cameras from Premises Office and communicate with Lockdown Manager via walkie-talkie.
- Children must go/stay into their classrooms (may come off the playground/hall vacated or remain in classrooms). If not safe to do so adult will inform office. All external doors to be locked and secured, windows and blinds closed, lights and IT equipment turned off and children sheltered away from doors and windows.
- Forest School classes/Nurture Group to shelter the hut. The entrance doors to the huts are to be locked from the inside once any children in Forest School are safely in the building.
- Roll call/register to be taken – any missing persons inform SLT who will be walking around and will advise the office staff.
- Children + staff to remain in their classrooms until given clearance by member of SLT. Staff to gather the children onto the carpet, read stories. Maintain calm & quiet.
- Where practical, normal lessons to continue as usual whilst staying in the room.
- Office staff to recheck registers and telephone parent of **every** child who is absent.
- Solitary staff workers to go to nearest classroom.
- Lockdown Manager to maintain communication with key staff and emergency services throughout the incident.
- Once the incident has been declared over by the Lockdown Manager or the senior member of the emergency services, the Lockdown Manager will give the 'all clear'.
- The 'all clear' is then to be cascaded around the school and to parents in the same manner as above.

Fire Evacuation Procedures as of September 2023 (8.30am – 4.00pm)

In the event of a fire alarm activation a member of Office staff is to dial 999 and summon the Fire Brigade.

All staff, children and visitors are to evacuate via the nearest safe fire exit and to assemble in the main playground. Internal and external classroom doors to be closed on exit. Staff, children and visitors requiring specific assistance should be evacuated in line with their Personal Evacuation Plan (PEEP).

Children and visitors are to be escorted to the main playground along the routes designated below (or nearest alternative route if the designated route is affected by the Fire): -

- **Directly onto main playground:** Turtles, Manta Rays, Hedgehogs, both Halls, The Bay, The Lagoon, Group Room, Mezzanine, Library, Staff room
- **Alongside west (Bellview) side of school:** Ladybirds, Grasshoppers, Butterflies, Seahorse, Front Office staff, Meeting room, Admissions Officer and Assistant Head. **These classes must take padlock keys to unlock gates on route in case Admin are unable to do so first.**
- **Alongside east (school field) side of the school:** Dragonflies, Octopus, Beetles, Honeybees, Dolphins, Starfish, Owls, Foxes, Rabbits, Badgers, Squirrels, Forest School and Studio

Children should be evacuated from the building immediately. In the event of any 'bottlenecks' developing along evacuation routes, they must not be held in classrooms, but temporarily moved to an alternative outside area away from the building until the route is clear to proceed.

Once you have left the building, under no circumstances may you return until the all clear is given.

- **Classes** should line up in front of their pictorial class sign with whoever is leading the class at that time.
- **Administrative staff, kitchen staff and all other visitors** are to assemble at the car park end of the playground.
- **Teachers on PPA / Leadership and 1:1 TAs** are to muster with class they are assigned to on signing in sheet.
- **HLTAs and Supply/Student Teachers** to stay with their class.
- **Visitors / Reading Buddies / Volunteers** to move to Visitors area when children they are with re-join the class.
- **Social distancing must be maintained whilst on route to playground and when assembled at muster points.**
- Fire Officers are listed below for each year group – this is the person responsible for checking 'all accounted for' **or an alternative in their absence.** The Head teacher (or Deputy Head / School Business Manager in her absence) will have overall control of the evacuation.
 - **Year 1 classes plus Dragonfly, Beetle & Honeybee** – Deputy Head or SENDCo / Inclusion Leader if Deputy Head is absent or covering for Headteacher *
 - **Year 2 classes plus remaining Year R classes** – Assistant Head or SENDCo / Inclusion Leader if Assistant Head absent*
 - **Office staff / Visitors** – Head teacher or Deputy Head if Headteacher is absent.

** Or other member of Leadership team who is not in class at the time of the evacuation*

You must attend the correct muster point in the playground. It is your responsibility to ensure that you know how many children are in the class each day and that helpers or visitors are aware of these Fire Evacuation Procedures and the overall Fire Plan.

Pupils must be reminded of the evacuation procedures by their class teacher at least once a term.

Upon arrival at Muster point – if dry, children are to sit on the playground which should assist with social distancing. Teachers to do an initial headcount **and roll call** and raise hand when all accounted for. Any children either unaccounted for or in the wrong place, must be advised to the respective Fire Officer immediately and checked against the daily absence report which Office Staff will have with them. Visitors checked against book by Office staff. The most senior member of staff is to ensure that every class and every pupil is accounted for. Nobody is to be allowed to return to the building until the all clear is given by the Senior Fire Officer (or in the event of a drill, the Senior Fire Marshal). Classes should then be led from the playground in an orderly manner one at a time back to their classrooms.

Other actions: -

ALL STAFF MUST SIGN IN AND OUT EVERY DAY WHENEVER THEY ENTER OR EXIT THE BUILDING.

GOVERNORS MUST SIGN IN USING THE VISITORS BOOK AS WELL AS THE GOVERNORS BOOK.

Main Office staff - To escort children in first aid, and bring the Emergency 'Go' bag, walkie-talkies, as well as the hands free **and a personal mobile phone** (in case of electrical fire / shutdown). Take Heads iPad to access 'Checkie' and ensure all visitors & staff are accounted for. Fire check list on 'Checkie' to be split via mobile phone & iPad for two office staff to ensure all staff accounted for. In the event that either the SBM or Premises Officer are absent, the SEN Administrator is to provide cover to sweep the respective area of the school.

School Business Manager / Finance Officer – to phone the Fire Brigade (01243 752492) ten minutes ahead of a planned fire drill undertake a 'sweep' of non-classroom areas in Reception and Year 2 areas (south side) of the school if safe to do so.

Premises Officer - to undertake a 'sweep' of non-classroom areas in the remaining (north side) of the school, if safe to do so.

Teaching Assistants – can retrieve any pupil(s) in their class **known** to be in the toilets *(but only if is safe to do so and the consequent delay in leaving the classroom does not place the remainder of the class at greater risk).*

MMSs instruct children to exit quickly and quietly via nearest fire exit and send children to their pictorial Muster Point. If In dining hall, exit via the double doors next to the staff room if safe to do so.

All Staff – following the drill, feedback important and relevant information from the drill to the School Business Manager for procedures to be reviewed and amended as necessary.

Fire Evacuation Procedures (pre 8.30am) as of September 2023

In the event of a fire alarm activation, the Premises Officer (if before 8.00am) or Office Staff (after 8.00am) is to dial 999 and summon the Fire Brigade.

Childcare Club will follow its own procedures. The duty manager will be responsible for checking the hut is clear and that all children signed in are accounted for. S/he must also have a mobile phone available in case of need.

Headteacher / SBM / Asst. Head / Other SLT – if safe to do so, to take Head's iPad to access 'Checkie' & ensure all staff and visitors are accounted for.

Premises Officer / SBM – if safe to do so, check the fire panel for the location of the activation and investigate whether it is a genuine emergency situation. If there is a fire, it is not to be tackled unless if it is

safe to do so, and only after reference to the Headteacher or Senior Fire warden. Where possible, the main car park gates and Bellview gates are to be closed to prevent further access to the site until the 'all clear' is given.

Fire Evacuation Procedures (after 4.00pm) as of September 2023

In the event of a fire alarm activation: -

All staff on site – to evacuate the building, closing internal / external fire doors and assemble by the Visitors muster point on the lower playground. If safe to do so, any member of staff on site in the vicinity of the main entrance to check the fire panel for the location of the activation to take office mobile phone or SBM mobile. Ensure all staff and Visitors are accounted for.

Childcare Club will follow its own procedures. The duty manager will be responsible for checking the hut is clear and that all children signed in are accounted for. S/he must also have a mobile phone available in case of need.

Evening Lettings – will follow their own procedures. The hirer will be responsible for checking the area(s) they use is / are clear and that all club members are accounted for. S/he must also have a mobile phone available in case of need.

Governor / FABS meetings - All persons on site to evacuate the building, closing internal / external fire doors and assemble by the Visitors muster point on the lower playground. If safe to do so, any member of staff on site in the vicinity of the main entrance to check the fire panel for the location of the activation & to take office mobile or Heads iPad to access 'Checkie'. The most senior member of staff present is to take responsibility to ensure all attendees are accounted for.

Parent evenings – All teachers are to take responsibility for ensuring their classroom area is clear and for directing children and parents away from the building to the main playground. The Headteacher (or other member of SLT in her absence) is to co-ordinate the evacuation. If safe to do so, any member of staff on site in the vicinity of the main entrance to check the fire panel for the location of the activation & to take office mobile or Heads iPad to access 'Checkie'.

In all circumstances

If there is any evidence of smoke / burning smell from the building any member of staff or the Childcare Club Duty Manager or the Evening Lettings Leader on site should dial 999 and summon the Fire Brigade.

If there is no evidence of fire and it appears to be a false alarm, contact the Premises Officer (07798 710362) who will return to site.

If in any doubt, summon the Fire Brigade.

Nobody must return into the building until given the 'all clear' to do so by the Senior Fire warden or Emergency Services.

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