

## Fire & Emergency Procedures

If you discover a fire, please sound the fire alarm and call 999.

In the case of an emergency, on hearing the alarm sound, please leave via the nearest exit. Make your way to the meeting point under the instruction of the staff member you are with.

## Health & Safety

Everyone at The Winterton Federation has a responsibility to be in a safe environment. There is a clear policy for all to follow. There are also fully trained first aiders to deal with any accidents in school.

## E-Safety

We recognise that technology plays an important role in educating our children. However, there are many negative aspects to social media and we are therefore committed to safeguarding our children in the virtual world. We have an e-safety policy and information on both schools websites to help support parents in keeping their child safe online. **Filtering and monitoring** any device that uses TWF internet is also a key aspect of safeguarding in line with TWF Acceptable Use Policy.

## The Winterton Federation Useful Contacts.

### Designated Safeguarding Leads

Mrs Cathy Logan – Executive Head Teacher  
Mrs Dawn Lovatt – Pastoral Manager

### Deputy Safeguarding Leads

Mrs Ros Taylor – Deputy Head Teacher  
Mr Adam Downs – Deputy Head teacher  
Mrs Donna Goodhand - Learning Mentor

Winterton C of E Infants' School

Mrs Nicky West – Learning Mentor  
Winterton Junior School

### Safeguarding Governors

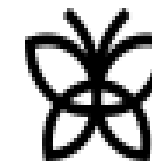
Mrs Rosemary Hoyle & Mrs Cheryl Baxter

### Sharing your DBS

Please be aware that if you are not a regular visitor, you will be asked to present your DBS again.



Winterton Junior  
School



Winterton C of E  
Infants' School

## The Winterton Federation

# A Visitor Guide To Keeping Our Children Safe In Education.

**Everyone**  
is responsible for safeguarding.

## Our Code Of Conduct

Our code of conduct is very important to us and we expect everyone to adhere to it.

**Be polite, respectful and full of hope**

**Be a hard worker and a good friend**

**Be truthful and trustworthy**

**Be kind, helpful and forgiving**

**Be your best self**

**ALL DAY, EVERY DAY**

## What is Safeguarding?

Visitors coming to either of our school sites, have a duty of care towards the welfare and safety of everyone in school.

Safeguarding means that:

- 1) Children are protected from mistreatment.
- 2) A child's health and development are protected.
- 3) Our children grow up with safe and effective care.
- 4) Action is taken to ensure the best outcomes for all children.

Safeguarding is the action we take to promote the welfare of children in our care and to protect them from harm.

**We take this very seriously and it is everyone's responsibility to make sure all our children are safe. We are all equally responsible for ensuring we safeguard each other as adults.**

## Child Protection

This is the process of protecting children who may be suffering from, or at risk of significant harm. This includes: physical abuse, sexual abuse, neglect and emotional harm.

Child protection promotes the rights and welfare of all our children. If a child tells you something, listen carefully, keep calm, do not question and never promise to keep their information a secret. Inform one of the safeguarding leads in school immediately. If you are unable to do this then contact Children's Services on 01724 296500.

For more details please visit our website and view our Child Protection & Safeguarding Policy.

## Visitors, please remember not to:

- Photograph/record a child without school's permission.
- Use mobile phones in areas used by our children.
- Ignore inappropriate behaviour.
- Show preferential treatment to certain children.
- Share personal details with a child or meet or contact a child out of school context.
- Discuss the children or adults in either school with others out of school, including on social media – you **must** be confidential.

## Visitors, please remember to:

- Always sign in and out, wearing your lanyard at all times.
- Report any concerns you have.
- Treat all members of our school community with respect and dignity.
- Ensure you are visible to a member of staff if you are with the children.
- Dress appropriately, making sure clothing is not revealing or offensive.
- Let school know if there are **any** changes in your circumstances.
- Let school know if your child has any medical conditions.
- Let us have a copy of any court orders relating to the safety of your child/ren.
- Let school know if your child/ren are going to be absent from school and the reason why. Also complete a 'leave of absence' form if you want an organised day off for your child/ren.
- Keep up to date with information on the school app, website and our school policies.
- Let school know if someone different is collecting your child/ren from school, including from an after school club.
- Talk to school if you need any help or support.