

Reminders

- Please be reminded that we expect all visitors to conduct themselves in a professional manner when on site as we strive to model the highest standards of behaviour to our pupils.
- When conducting work with children, we will not tolerate any extremist behaviour or behaviour that promotes radicalisation.
- Please ensure that your language and dialogue remains professional at all times with our pupils and model the high expectations that our behaviour for learning policy insists on. A copy of our code of conduct is available on the staffroom board.
- Appropriate dress should be worn in the academy at all times.
- Mobile phones should not be accessible when in any space where children are. The only spaces that personal mobile phones are permitted are staff only spaces e.g. staff room / toilets.
- Please be reminded that no smoking or vaping is allowed anywhere on the academy site.
- Please do not leave any equipment unsupervised.
- Please ensure that you do not use any bad language when on site.

First Aid

- Trained First Aiders work in all parts of the academy. Details of who our First Aiders are can be found on posters throughout the academy.
- First Aid kit can be found in the Medical Room / KS1 corridor / Main Hall / Lower Hall / Canteen
- Our Lead First Aider is Hayley Luck and she can be contacted using the class radios
- Any pupils with medical conditions are detailed in the green bags in each classroom
- In the event of a medical emergency, there is a green card located in the doorway of each classroom to send for support from a first aider

Safeguarding Contacts



Principal / DSL / Designated
LAC Teacher
Mrs Carly Welch



Safeguarding Officer / DSL
Mrs Steph Jarvis



Vice Principal / Deputy DSL
Miss Kirsten Rule

Chair of Local Board
Ms Rose Durban

Safeguarding is of paramount importance at The Baird.

We will not tolerate any verbal or physical abuse towards staff or visitors. There is a parent and visitor code of conduct which all visitors must adhere to. Details of this can be found in the main reception. Failure to comply with this may result in a site ban.

We promote equality and diversity but will not tolerate any extremist behaviour or behaviour that promotes radicalisation.

Further information about our safeguarding policies and procedures can be found on our website at <https://www.thebairdprimaryacademy.org.uk/key-documents/safeguarding>

If you have a safeguarding concern, please speak to one of the staff members listed above. Alternatively you can email us on safeguarding@thebairdprimaryacademy.org.uk



Safeguarding Guidance for Non-Class Based Visitors

On arrival at Reception you will be issued with this booklet. By signing in, you are acknowledging that you have read the information enclosed within.

Please be advised that due to various staff and pupil allergies:

No nuts are permitted in school.

No shellfish is permitted in the staffroom.

No bananas are permitted in the staffroom.

Banana skins should not be placed in classroom bins but should be sealed in a plastic bag before disposal.

Fire Evacuation / Evacuation

- In the event of a continuous fire alarm sound, all visitors should evacuate to the Assembly Point located at the **KEY STAGE 2 PLAYGROUND** (teaching staff are responsible for the safe evacuation of pupils and any visitors). After School Club Leaders are responsible for the registration and safe evacuation of pupils in their charge.
- In each classroom, a Fire Plan and Fire Action Notice shows the school fire exits - please familiarise yourself with these.
- It is important that everyone acts quickly and responsibly. Academy-designated Fire Marshals (wearing hi-vis) will ensure all areas are cleared.
- At the Assembly Point your name(s) will be checked against our visitor log, so it is essential that visitors sign in and out using INVENTORY at all times and that after school club leaders bring the register with them.
- If you are part of a group, in the event that you cannot account for your entire group, immediately inform the Fire Co-ordinator (Academy Principal) who will notify the Lead Fire Marshal of the individuals' name and last known whereabouts.
- The Lead Fire Marshal has the overall responsibility for allowing people back into the building and giving the all clear. They will inform the Fire Co-ordinator that the emergency (or Fire Drill) is over and that the building can be occupied.
- In the event of a 'lockdown' procedure, the Academy Facilities Manager will implement the 'lockdown' procedure. Staff will be notified by whistle, one continuous, long blast. A copy of this plan can be found in each classroom, please familiarise yourself with this process.

Reporting Safeguarding, Prevent or Child Protection Concerns

- ALL safeguarding concerns are reported on to CPOMS (Child Protection Online Management System) which the DSL and Principal will be alerted to immediately. It is then the responsibility of the DSL to action/follow up these concerns.
- If you have a safeguarding concern regarding a child please speak to your TA/ staff member organising your visit, at the earliest opportunity and they will be able to log this as ALL staff have access to CPOMS. In the event that you do not have a TA, please raise your concern directly with one of the main DSLs.
- If you feel that the concern requires immediate attention, such as the child has made a disclosure or they are at risk of immediate harm, then please make the Safeguarding Officer or Principal aware immediately.
- If a child discloses something to you, please do not ask leading questions to the child and do not tell the child that you will keep something confidential. All concerns must be raised immediately with the DSL.
- If you have a concern that a child is being radicalised or exposed to extremist material, please log this on CPOMS (via a staff member), as a Prevent concern, for the DSL to action.

Guidance for Parents on Photos

- When attending events on site, we know that parents will want to take photos and videos of their child to remember the special events.
- Please remember that pupils may not have consent for their images to be shared therefore if you are attending an event as a parent, you may **only take photos of your own child**. We would advise against putting these on social media, especially if your child is in their school uniform. Any photos that contain images of other pupils (e.g. in the background) must not be shared on the internet or social media.

Site Safety

- All outer doors (except the classroom fire doors) have fob locks and can only be opened by staff members. Please ensure when going through these doors they are closed behind you and not wedged open. The only exception for this is during break and lunch times when access is monitored by a member of staff. Please do not prop doors open when you go to PE etc.
- As the fob system can be overridden, key doors are fitted with an alarm to notify staff that the fob lock has been deactivated. In the event that this sounds, please notify the Principal or Safeguarding Officer who will reset the system.
- All visitors to the academy must report to the main reception, where they will have their ID checked and will sign in using INVENTORY. Please ensure that whoever booked your visit has your contact details in the event that we need to complete contact tracing.
- A coloured lanyard is provided and must be worn at all times.
 - Purple Lanyard – Worn by all Baird Academy Staff (with a DBS check) and Visitors such as Health or Children Services who have provided a DBS check.
 - Yellow Lanyard – Worn by Volunteers (with a DBS check).
 - Red Lanyard – Worn by visitors who have not provided a DBS. These visitors should be **accompanied** at all times and should not have individual access to pupils.
 - Teal lanyard – Worn by employees of UoBAT (with a DBS check).
- In the event that you encounter someone who is either, not wearing a lanyard or wearing a red lanyard but is unaccompanied, please challenge the individual and raise any concerns with the main office.
- If you are a contractor working on site, please ensure that no tools are left unaccompanied and that you follow health and safety guidelines rigorously.