

Visitor Toilets

Toilets are located in the 'Hub' (accessed through the school office) and in nursery. Disabled toilet facilities are located in school and nursery. Visitors must not enter pupil toilet facilities at any time.

Fire Evacuation

The fire alarm is a continuous bell. If the alarm sounds, please leave the building via the nearest designated fire exit. Plans are displayed in each room showing the nearest fire escape route. Please report to the assembly point (the school field) and wait until you are advised to re-enter the building.

Health and Safety

Please bring any health and safety concerns to the attention of the school office staff, site staff or member of the Senior Leadership Team.

First Aid and Accidents

First Aid is provided to all pupils by qualified Paediatric First Aiders. Two members of staff are 'First Aid at Work' qualified for any accidents involving adults. All accidents, incidents or near misses must be reported to a member of staff immediately.

Data Protection & Privacy

The General Data Protection Regulation (GDPR) protects individuals' privacy and ensures that personal data is processed fairly and lawfully. We keep personal data safe and secure. It is not shared with anybody else without an individual's knowledge and consent, unless we are required by law to do so. Please do not gather or store personal data for pupils or members of staff without their knowledge and in accordance with GDPR regulations.

Concerns can also be reported direct to Family Connect on 01952 385385 or you can call the NSPCC on 0808 800 5000.
If you think a child is in immediate danger call the police.



Donnington Wood Infant School & Nursery

learning, caring, preparing

Visitor & Safeguarding Information

The welfare and safety of everyone is our highest priority. We expect all staff and visitors to uphold our commitment to keeping everyone safe.

This leaflet contains information about our expectations of you whilst you are visiting. By signing in you are acknowledging that you have read, understood, and will abide by our procedures and expectations. If you are unclear about anything, please speak to any of our Designated Safeguarding Leads.

Please keep the leaflet in a safe place so that you can read it again if you need to.

- Visitors must sign in at the office. All visitors will be asked to provide ID.
- Visitor lanyards must be worn and visible at all times.
 - Red lanyard – visitor must be accompanied at all times by a member of staff
 - Green lanyard – visitor may be unaccompanied
- Mobile phones must not be used by anyone unless there is an emergency. Other mobile devices must only be used in accordance with the Mobile Device Policy and Acceptable Use Policy.
- Visitors must sign out at the office and return their visitor lanyard before leaving the site.

A copy of the school's Child Protection & Safeguarding Policy is available from the office or on the school's website www.donningtonwoodinfants.co.uk

Keeping children safe

If you are concerned about the safety of any child in our school or nursery, you must report this to one of the Designated Safeguarding Leads (DSL).



Mrs C Boddy
Headteacher



Mrs R Butler
Pupil & Family
Support Manager



Mrs S Pitt
Deputy Head



Mrs A Hannington
Assistant Head

Keeping yourself safe

- Be professional in how you speak to all adults and children.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child. If you need to work 1:1 with a child then always make sure that you are visible to others.
- Always tell a safeguarding lead if a child touches you or speaks to you inappropriately. Write down the incident / time / date and pass it to a Designated Safeguarding Lead immediately.

Keeping everyone safe

If you have any concerns about the conduct of any adult within the school or nursery, please notify the Headteacher (Mrs Boddy) or in her absence the Deputy Headteacher (Mrs Pitt) immediately. Alternatively you can notify the Local Authority Designated Officer (LADO) via Family Connect on 01952 385385

If a child or adult tells you something which concerns you.....

- React calmly
- Listen carefully to the child or adult
- Do not ask questions
- Tell the child (or adult) that you need to tell someone else – you cannot promise to keep it a secret (confidential)
- Make accurate notes of what the child (or adult) said
- Pass your concern immediately to a Designated Safeguarding Lead (or Headteacher for adults) who will then follow our safeguarding procedures.

It is not your responsibility to investigate

What is Abuse?

Any form of neglect, physical, emotional, or sexual mistreatment or lack of care that leads to harm or injury. It can happen to anyone regardless of their age, gender, race or ability.

What is discrimination?

When people receive less favourable treatment on any grounds which cannot be justified. This covers race, ethnic or national origin, language, religion or belief, gender, gender reassignment, sexual orientation, disability, social class, responsibility for another dependant or where the person lives.

What is bullying?

A wilful, conscious attack on the self-esteem or the person of an individual. It includes jibes, name-calling, silence/exclusion from the social circle, emphasising differences, threatening behaviour, racial/sexual harassment, extortion and physical attack. It may vary in severity, frequency and in the numbers of people involved.