



# Flowery Field Primary School and Nursery

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We greet all visitors with manners, politeness and dignity, our expectation is that this is reciprocated to our staff. Here at Flowery Field the welfare of our students is paramount. To ensure the safety of our pupils we have a detailed safeguarding policy (which can be viewed in full on our website).

## Firstly, please make sure you:

- Have signed in
- Printed off a visitors badge to be worn at all times
- Signed out when you leave

## Safeguarding

It may not be possible for you to become fully familiar with our Child Protection policy in your short time here. This summary will give you the key information you may need:

### Key Child Protection Staff:

- The designated lead for Child Protection/Safeguarding is Claire Silk (Deputy Head).
- The designated deputies for Child Protection/Safeguarding are Karen Pearson (Assistant Head), Sue Smith (Assistant SENCO) and Lesley Jeffers (Learning Mentor).

### If you have a Child Protection concern:

- Write up your concern ensuring that you have signed and put the date on
- Ask for it to be given to one of the CP/Safeguarding leads
- Always report and record your concerns as soon as possible. Prompt communication is essential for effective safeguarding.

## Aims and values

All members of staff, whether paid member or volunteer, are expected to work and behave in a way as to actively support our school aims and values as listed below:

- We aim to provide a happy and healthy environment in which students and adults respect each other and take full responsibility for their own actions
- We fully support a policy of Inclusion, with equal opportunities for all
- We aim to safeguard and promote welfare of all students by providing a safe and secure environment to support their physical and emotional needs
- We will encourage students to develop spiritually, morally, culturally, mentally and physically
- We strongly believe that communication is crucial between all staff, parents and students

## Fire safety procedures for visitors

- Anyone discovering a fire should, without hesitation sound the nearest fire alarm
- On hearing the alarm, you should leave the building by the nearest safe exit. As a visitor, you are likely to be with a member of staff who will direct you. However, if you are not with a member of staff please join the lines of pupils evacuating the building.
- The assembly point is on the yard facing the year 2 classrooms
- Please ask someone to direct you to a member of staff so that they can account for all visitors.

## First Aid

- If you or a child requires first aid, please report to Reception and they will ensure the availability of a member of the first aid staff.

Website: [www.floweryfieldschool.org.uk](http://www.floweryfieldschool.org.uk)

