

In the Event of a Fire

The Fire Alarm is a continuous bell.

The Assembly Points depend on where you are in the school.

If the fire bell sounds:

- Leave the building by the nearest fire exit
- Walk calmly; do not run; do not stop to pick up belongings
- Close doors on leaving the building
- Assemble with all other personnel at the Assembly Point (Field at the back of the school)

Health and Safety at Glenmere

We endeavour to ensure that visitors, staff and pupils at Heathlands are safe. Visitors are reminded to follow safe practices and to report any Health and Safety issues to School Office.

First Aid

In the event of an accident or injury to yourself or a pupil, please report to the School Office where a nominated first aider will be called.

All accidents must be recorded on an Accident slip available from the School Office.

Further Information

Visitor lanyards must be worn at all times. Please remember to sign out when you leave. We would like to thank you for visiting Glenmere and hope you enjoyed your time with us. If you have any feedback, please contact the School Office.

Further information about the School, including school policies, is available on our website <https://www.glenmere.leics.sch.uk/>

Contact Details

Headteacher: Mrs Samantha Conlon

Glenmere Primary School
Wigston

Leicestershire

Le183RD

Tel. 01162882228

e-mail: office@glenmere.leics.sch.uk



Safeguarding Children

Guidance for adults visiting or working with Glenmere Primary School

This leaflet provides some guidance on working safely with our pupils and explains what to do if you have a concern about a pupil. Please read it carefully and do not hesitate to ask if you require any further information.

Any safeguarding or child protection concerns must be reported to the Designated Safeguarding Lead.

Designated Safeguarding Leads:



DSL - Mrs Samantha Conlon Head Teacher



Deputy DSL - Mrs Tammi Dorrington



Safeguarding Governor - Mr Adam Jones

Glenmere Primary School is committed to safety, safeguarding and promoting the welfare of all young people in our care.

We actively support British values and our duty to help prevent radicalisation and extremism. We expect all visitors to the school to share in this commitment.

Any safeguarding or child protection concerns must be reported to the Designated Safeguarding Lead.

Keeping Children and Young People Safe

We all play a part in keeping children safe whilst working on or visiting the school site. This is whether you are directly employed by the school, or working as a coach, a contractor or sub-contractor, a visitor or a volunteer.

Keeping Ourselves Safe

We must also take steps to keep ourselves safe.

Our actions can sometimes be perceived in a way that was not intended.

We want to promote safe working practices for everyone on the school site, whatever your role or specific job.

To keep yourself safe please follow this advice:

- ✓ Do wear your visitors lanyard at all times.
- ✓ Do report any unacceptable behaviour from a pupil.
- ✗ Do not instigate verbal or physical contact with pupils (this applies both on and off site) **unless it is appropriate and a part of an agreed reason for your visit.**
- ✗ Do not respond to physical contact from pupils. If this occurs, or you have any other concerns about pupil behaviour, then report it to the member of school staff who is working with you.



Guidance

4Rs

Do you:

Recognise know the signs

Respond take action, don't delay

Record accurate, factual, signed and dated

Report share the concerns with the designated safeguard lead (DSL)

If a pupil discloses to you:

- ✓ Listen carefully, be calm
- ✓ Use appropriate body language
- ✓ Protect the 'environment of disclosure'
- ✗ Do not interrupt
- ✗ Do not ask leading questions, you can ask them to describe
- ✗ Do not make assumptions about how the child feels
- ✗ No promises, secrets or blame
- ✓ Thank them for sharing information
- ✓ Explain what you will do next

Record

- Record what you observed, or what you were told using value free, objective language.
- Record direct quotes from adults or children
- State the reasons why you are recording the information
- State your specific concerns
- Date, time, and sign the document
- Speak to the DSL and share your concerns

Report

Do not wait to report to the DSL. It cannot wait until tomorrow

You must have a discussion with the DSL about the concerns, as well as completing the necessary records

You can make a referral yourself

Glenmere Safeguarding Policy is available on our website

<https://www.glenmere.leics.sch.uk/>

The school follows the Leicestershire & Rutland Safeguarding Children Board Procedures available at

<https://lrsb.org.uk/>