

Health and Safety

Procedure in the event of fire is posted next to the door in each room, please familiarise yourself with this. The assembly point in the event of evacuation is the playground at the back of school. Fire is alerted by a siren. If you discover a fire, activate the nearest alarm.

First Aid must be administered by a trained First Aider. If a child reports an injury please refer them on to a school staff member for assessment even if they seem to be fine. If you require first aid for yourself, please contact the school office staff.

Please report any **Health and Safety issues** to Mrs Virginia Weston in the office or, in her absence, the Headteacher or member of office staff.

Nut free policy - Please be aware that we are a 'nut free' school. Please do not consume food containing nuts whilst on site.

The school is a smoke-free site.

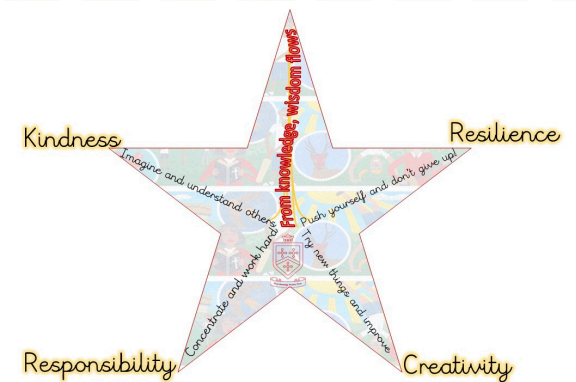
General Information

Toilets - All visitors may use the toilet in the reception area. Female visitors may use the adult toilets located next to the school hall.

Refreshment - Drinking water is available from the staff room or the sink by the office. Tea/coffee is available in the staff room.

Mobile Phones - for visitors, these should be on silent and not used in front of pupils, unless explicitly agreed by a member of staff for supporting the purposes of delivering the curriculum only.

We hope you enjoy your visit to our lovely school!



Adult Induction Notes

Great and Little Shelford CE (A) Primary School

We live and work in harmony with love for one another so we can achieve our potential within a community of life-long learners.

Child Protection

Working Transparently



Child protection procedures are as follows:

If you encounter something that concerns you about the safeguarding of a child or adult, speak to a Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).



Foreword

This helpful brochure outlines the induction information for adults on the school site.



Mr. Chris Grey
DSL
Headteacher

Mrs. Julia Alderson
DDSL
Deputy Headteacher

Mrs. Kirsty Clarke
DDSL
Senior Leader

Mrs. Claire Pickard
DDSL
Inclusion Leader

DSLs are the people who have the full picture relating to individual pupils. Your concern must remain confidential. You can talk to a DSL about your concern.

Categories of Concern

At Shelford, we pride ourselves on the professionalism and transparency in which we work. In the event that you need to raise a concern, please see the table below, which should help you to raise any such concern to the right person. It is the duty of all staff, governors and volunteers to raise concerns promptly to the correct person.

Nature of Concern	Contact Responsible
Safety, welfare or wellbeing of a pupil (including Online Safety)	Chris Grey (DSL); Julia Alderson (DDSL); Kirsty Clarke (DDSL); Claire Pickard (DDSL).
Health and Safety Concern	Chris Grey (Headteacher); Virginia Weston (Finance Secretary)
Conduct of a staff member	Chris Grey (Headteacher)
Conduct of the Headteacher	Douglas Leckie (Chair of Governors)
Conduct of a governor	Anna Caroe (Governance Advice Lead) Anna.caroe@cambridgeshire.gov.uk
Conduct of the Chair of Governors	Anna Caroe (Governance Advice Lead) Anna.caroe@cambridgeshire.gov.uk

Confidentiality

When working on-site, you may see, hear or learn of sensitive information. Everything that happens within school remains in school. If you wish to discuss anything that concerns you, please do so via the contacts above.