



High Down Schools

Believing | Achieving | Learning for life

Visitors Handbook (Including Code of Conduct) September 2017

Welcome to our schools. Please take time to read this handbook as it contains particularly important information regarding the safeguarding of children and school procedures and expectations for visitors on our site.

High Down Infant and Junior Schools
Down Road
Portishead
Bristol BS20 6DY

Telephone 01275 843969

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Please sign and return to School Office

About Our Schools

Our Composition:



High Down Infant and Junior Schools are members of the Lighthouse Schools Partnership, a Multi Academy Trust. The other schools in the Trust are Gordano Secondary, Portishead Primary, St Peter's Primary and St Mary's Primary, all based in Portishead and Portbury.

High Down Infant and Junior Schools remain closely linked together within the Lighthouse Schools Partnership, with one Executive Headteacher and one Local Governing Body.

Our Local Governing Body:

We have a local governing body who oversee the running of the schools and report to the Trust Board of the Lighthouse Schools Partnership.

Our Chair of Governors is Sonia Goddard, and the Clerk to Governors is Pam Skinner. Details of all governors can be found on the school websites or in the school office.

Our School Values:

Our values across both schools are:

- Care and kindness
- Creativity
- Optimism and hopefulness
- Respect
- Trust and honesty

Our Staff:

Executive Team and Senior Leadership Team				
Executive Headteacher		Andreya Cowan		Executive team and SLT
Associate Headteacher		Sue Parker		Executive team and SLT
Deputy Head - Infant School		Penny Atherton		Executive team and SLT
Deputy Head - Junior School		Rhodri Hopkins		Executive team and SLT
Phase Leader - Early Years		Rachel Hayward		SLT
Phase Leader - Key Stage 1		Heather Nicholson		SLT
Phase Leader - Lower Key Stage 2		Nikki Wright		SLT
Phase Leader - Upper Key Stage 2		Jude Wilson		SLT
Inclusion Leader - Infant School		Martina Jones		SLT
Inclusion Leader - Junior School		Kate Gore		SLT
Teaching Staff				
Infants		Juniors		
Nursery	Vicky Davies - Toucans	Year 3	Sue Ryan - 3R	
			Emma Lane - 3L	
Reception	Megan Jones - Finches		Nikki Wright – 3W	
	Kim Creed/Louise Wardle - Puffins	Year 4	Del Shayler - 4S	
	Rachel Hayward - Robins		Nicki Fackrell - 4F	
Year 1	Penny Atherton/Becky Keys - Kingfishers		Dominic Fullan - 4D	
	Alison Francis - Ducks	Year 5	Ben Culverhouse - 5C	
	Ella Skinner - Penguins		Jude Wilson – 5W	
Year 2	Heather Nicholson - Owls		Joe Sage - 5S	
	Emily Arnall - Pelicans		Carol Bennett – 5B	
	Catherine Peprell/Jenny Ward - Swans	Year 6	Sarah Hankey/Nina Bjergfelt – 6HB	
	Sarah Bates/Gaynor Godden – Falcons		Kate Gore/ Fiona Gooch - 6G	
			Rhodri Hopkins/Carolyn Davies – 6HD	
Cover	Vanessa Lyle	Cover	Elaine White	

ADMINISTRATIVE STAFF ACROSS BOTH SCHOOLS

Heather Kirkpatrick - School Business Manager

Catherine Savory - Administrator

Annabel Tanner - Administrator

Sarah Mounter, Nikki Pinder, Tina Woods-Jones - office support

Michelle Harrison - data and website support

Bruce Green (consultant) - ICT support

SITE STAFF ACROSS BOTH SCHOOLS

Geoff Smith - Site Manager

Chris Young - Caretaker

INFANT SUPPORT STAFF

LSAs: Sue Betts, Eileen Bulmer, Jennie Burgess, Ruth Dane, Maggie Davies, Rebecca Davies, Lucy Filer, Alyson Golledge, Liz Hathway, Amanda Heckman, Jill Hellings, Emma Kivell, Jane Lovatt, Abi Loveridge, Cheryl Miller, Tracey Parkinson, Sue Pennycott, Nikki Pinder, Jo Shayler, Paula Snell, Sarah Tripp, Simone Vaughan

SMSAs: Melanie Andrews, Sue Betts, Jennie Burgess, Fay Coller, Ruth Dane, Rebecca Davies, Maggie Davies, Lucy Filer, Dianne Foster, Roberta George, Lisa Hamilton-James, Liz Hathway, Amanda Heckman, Elmien Heritage, Caroline Holmes, Abigail Loveridge, Jo Shayler, Lisa Smith, Danielle Southey.

JUNIOR SUPPORT STAFF

Learning Mentors: Judi Goodbourn (Learning Mentor), Caroline Battlebury (Assistant Learning Mentor)

LSAs: Caroline Battlebury, Jane Coates, Laura Dahnoun, Holly Davies, Lucy Downton, Alison Farmer, Michelle Harrison, Sue Hearsey, Sally Mansell, Amanda Oakley, Denise Orton, Kelly Packham, Hayley Williams

SMSAs: Michelle Roberts (Lead SMSA), Debbie Applegate, Liana Carrel, Laura Dahnoun, Holly Davies, Lucy Downton, Amanda Edwards, Alison Farmer, Sonja Gortzak, Sue Hearsey, Henrietta Kearney, Sonia Madders, Sally Phillips,

AFTER SCHOOL CLUB STAFF

Linda Croshaw (Manager), Carol Wallberg (Deputy Manager), Eileen Bulmer, Helen Fletcher, Dawn Holley, Eileen Insull, Chris Kivell, Becky Norris, Karen Pearce, Sally Phillips, Yoko Pullen, Simone Vaughan

General Information for Visitors to High Down Schools

Signing In and Out

A visitors signing in book is kept in the reception area in front of the School Office. Please remember to sign in and out every time you visit school. Please take a 'Visitor' badge to be worn at all times while present in school.

Car Parking

We have limited spaces in the school car park which are used by school staff. Please park safely and legally on roads near to the school with due regard for the driveways of residents.

DBS (Disclosure and Barring Service)

Our regular volunteers will not need to undergo a DBS check provided they do not engage in the following regulated activities:

- Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children
- Relevant personal care, eg. washing or dressing or health care by or supervised by a professional

Our parent/carer helpers in school and on school trips will be supervised by the teachers and support staff.

Arrangements by parents/carers to transport groups of children to matches or events should be made entirely independently of the school.

Our parent/carer helpers will never be asked or authorised to undertake relevant personal care.

However, we do require our volunteers to fill in a parent/carer helper form (available from the school office) and return it to the office together with a form of ID and proof of address.

Accidents

Accident books are kept around the schools to record the date, type of injury, how it happened and first aid treatment administered for children on site. More serious accidents must also be reported to the business manager immediately.

Accident forms for staff and visitors are available from the school office.

Fire and Invacuation

If the fire alarm sounds, adults and children should exit quietly by the nearest fire exit and

walk to the fire assembly point. For Junior children and staff, that is the Junior lower playground. The Infant children and staff evacuate to either the Infant front or back playground depending on where they are in the school when the alarm sounds. See maps on walls throughout the building which show evacuation routes and assembly points.

Adults will check that the toilets are empty and that windows and doors are closed before exiting.

A walkie talkie, which is kept at the front entrance to the Infant School will be taken out to the Infant front playground by the first adult to evacuate that way and used to communicate with Infant School office staff who will evacuate to the Infant back playground with registers, visitors books etc, to check that all children and adults are accounted for.

Junior registers, visitors books etc are brought to class teachers on the Junior bottom playground by Junior office staff to check that all children and adults are accounted for.

Visitors should evacuate to the nearest assembly point of the school they are visiting (Junior bottom playground or Infant back or front playground)

Health and Safety

Visitors to the school should familiarise themselves with the following:

- Health and Safety Policy – the Health and Safety Policy Statement is displayed in the reception area, and the full policy is in the Induction Folder on the federation central resources drive.
- Fire and emergency Procedures Policy - hard copy in the office or in the Induction Folder on the federation central resources drive.
- Risk assessments– available to view on the federation central resources drive or in the school office on request.

All visitors must follow our safe working practices and procedures and it is everyone's duty to report any issues they become aware of which may lead to an accident or injury. They must also take responsibility for their own safety whilst at High Down Schools.

Health and Safety Team:

If you have any health and safety concerns, need some advice or need to report an issue or a near miss, the following are members of our health and safety team:

- Andrey Cowan - Head teacher
- Heather Kirkpatrick – Business Manager
- Geoff Smith – Site Manager

- Ben Culverhouse – Teaching Union representative
- Denise Major – Governor
- Ron Steven - Governor

Code of Conduct - For all Visitors to High Down Schools
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This Code of Conduct cannot provide a complete checklist of what is, or is not, appropriate behaviour. However, it does highlight behaviour that is illegal, inappropriate or inadvisable in relation to pupils.

Confidentiality

All volunteers, students and governors in school must appreciate and respect the need for complete trust and confidentiality. Confidential or personal information about a pupil or her/his family must never be disclosed to anyone. If a parent requests information from you about their child and what you have seen in school, please ask them to talk to the class teacher.

Safeguarding Children: Sexual Contact with Children and Abuse of Trust

Any sexual behaviour, by a member of staff, volunteer or governor with or towards a child or young person is illegal.

They are additionally protected by specific legal provisions regardless of whether there is consent or not.

- All adults working in the school who have contact with pupils are in positions of trust. The Sexual Offences (Amendment) Act 2000 specifically established a criminal offence of the abuse of trust in relation to teachers and others who are in positions of trust.
- Sexual behaviour includes non-contact activities, such as causing a child or young person to engage in or watch sexual activity or the production of indecent images of children. 'Working Together to Safeguard Children' March 2013, defines sexual abuse as "forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening'.
- There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child or young person, and manipulate that relationship so that sexual abuse can take place. Staff and volunteers should be aware that conferring special attention without good reason or favouring a pupil has the potential to be construed as being part of a 'grooming' process, which is a criminal offence.

Safeguarding Children: Social Contact and Social Networking

- Visitors and volunteers working with children should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship.
- This includes **social networking sites** such as MySpace, Facebook, Twitter and blogging. Even if a pupil seeks to establish social contact, or if this occurs coincidentally, the adult should exercise her/his professional judgment in making a response and be aware that such social contact in person, by phone or on the internet could be misconstrued and may place the adult in a very vulnerable position.
- Visitors and volunteers must not give their personal details such as home/mobile phone number, home or e-mail address to pupils unless the need to do so is agreed with senior management. Neither must they ask for such information from pupils.

Safeguarding Children: Behaviour Management and Physical Intervention

Please refer any issues of behaviour management directly to the class teacher. All pupils have a right to be treated with respect and dignity. Corporal punishment is unlawful in all schools. Staff and volunteers must not use any form of degrading treatment to punish a pupil. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation.

Safeguarding Children: Child Protection concerns and Whistle Blowing

The Executive Headteacher is the designated person for child protection at High Down Schools. If you have any concern about a child (or member of staff) you should bring it to her immediate attention or in her absence the Associate Headteacher or if neither are available the Infant Deputy Head, Junior Deputy Head, the Inclusion Leader for either school or the Learning Mentor (Juniors).

Safeguarding Children: Adult changing areas

If adults need to change their clothing for an activity they must always change in one of the adult toilets and not where there are children.

Safeguarding Children: “Transparent” Classrooms and our policy for lone working with children

All spaces where children work with an adult must be open to casual observation. Unplanned visits to classrooms are carried out on a regular basis including break, lunchtimes and after school.

If a person is working alone with a child or children, he or she should ensure that the area in which they are working has clear visibility from the outside, for example by keeping the door open, through a glass panel in the door or through windows where other adults are regularly passing outside

At times of the school day when certain areas are not generally used, for example

classrooms at lunchtimes, members of staff and visitors should avoid wherever possible working alone in such an area with a child or children, and should always seek to work in an open area or a room with clear visibility and where other members of staff or adults are around if not actually in the same room.

To facilitate this policy all glass panels on doors will be kept clear, and all blinds or curtains on windows will be drawn back whenever practicable.

Safeguarding Children: Photography and Video

Visitors to school should NEVER photograph or video children unless asked to do so by the class teacher and they should only ever use school equipment to do so. Your own camera, phone or other device must never be used to take photographs in school. Many school activities involve recording images. These may be undertaken as part of the curriculum, extra school activities, for publicity, or to celebrate achievement.

The Data Protection Act 1998 affects the use of photography. An image of a child is personal data and it is, therefore, a requirement under the Act that consent is obtained from the parent of a child for any images made such as those used for school web sites, productions or other purposes.

The school office has a list of children who do not have permission for images photographs and videos to be taken by school.

Further information and advice on safeguarding children can be found on the North Somerset Safeguarding Children website at www.northsomersetscb.org.uk .

**High Down Schools
Visitor Code of Conduct**

I confirm that I have read and agree to abide by the schools' Code of Conduct for Visitors to the school

Name

Signature

Student, Parent helper, Governor, other please specify

Date

Please return this slip to the school office.

This form needs to be completed and returned annually.