

# Welcome to St Vincent de Paul Catholic Primary School

We are delighted to welcome you to our school!



**As a visitor to our school, there are a few things that you need to know to make your visit with us a success.**

- Have you signed in at the school office? Please also remember to sign out if you are leaving the building.
- An adult toilet is located on the ground floor next to the main entrance and also through the Year 3 classroom on the 1<sup>st</sup> floor. An additional adult toilet can be found in the basement next to the Computing suite.
- Please familiarize and follow the 'Fire and Evacuation Procedures' displayed by the front office and around the school.
- Tea and coffee are available in the staffroom. The staffroom is situated on the first floor up the stairs from the main entrance.
- The Headteacher is Mr Scott-Cree. His office is located on the ground floor of the main building, past the main school office. The Deputy Head is Mrs Fothergill who can be found in the office next to the Headteacher on the ground floor.
- Please ensure that **ALL** outside doors and entrance gates are firmly shut behind you, this is to safeguard our pupils.
- Our pupils are expected to display the highest levels of behaviour and attitudes to learning. We reinforce behaviour positively, leading by example and expect all adults working with our children to follow.
- Break time for all children is 10:30am to 10:45am
- Lunch times:-
  - Nursery from 11:45am to 12:30pm (approx.)
  - Reception, Key Stage 1 and Key Stage 2 from 12:15pm to 1:25pm
- The day ends at 3:30pm for all Key Stages.
- Nursery times vary from those above (a separate morning and afternoon session, please check with the Nursery staff for their times).
- Overleaf you will find an abbreviated Safeguarding Policy. If you have any concerns about Safeguarding please raise them with your school contact in the first instance. The names of the dedicated Safeguarding leads are provided.

We hope that you enjoy your time with us, please remember to sign out when you leave.

**We would like to know how you found your visit, would you please fill in our visitor's feedback book and leave it in the office.**

**Thank you for visiting St Vincent de Paul**

Please come and spend time with us again!

Adopted September 2015

*'Love one another as I have loved you'*

## Safeguarding Children at St Vincent de Paul Catholic Primary School

Everyone at St Vincent de Paul School works together to ensure that children and young people are kept safe by contributing to:

- Providing a safe environment for children and young people to learn;
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and school.

### **Guidelines for Staff/visiting adults**

If you think a child or young person at St Vincent de Paul Catholic Primary School is in need because they are suffering or likely to suffer significant harm, you **MUST** do the following:

1. Make a note of what you have seen or been told. Incident and Concern Forms are kept in the office.
2. Do not make assumptions – keep an open mind.
3. Do not ask any leading questions and do not cross-examine the child. Only ask simple open question. – Who? What? Where? When? Etc.
4. **DO NOT** physically examine the child, (other than in an emergency when no first aider is available).
5. **NEVER** promise to keep “secrets”. Explain that you can listen to them, but make it clear that if you perceive that they are in danger of harm then you will have to seek advice because you have a duty to protect children and young people. Reassure them that they can be helped and kept safe.
6. Maintain confidentiality for the child or young person. It is vital that you never ring home or contact children’s Social Care services yourself – that is the role of a Designated Person.
7. Be discreet – do or say nothing that may place the child or you at risk.
8. Act quickly and share the information with your Designated and/or Deputy Designated Person for Safeguarding at St Vincent de Paul Catholic Primary School. They are:  
**DESIGNATED PERSON: Mr Nathaniel Scott-Cree (Headteacher)**  
**Deputy Designated Person: Mrs Ann Fothergill (Deputy Headteacher)**  
If none of the above are available and you are extremely concerned about the safety of a child then please contact Miss Storey (Year 6 teacher) or Mrs Garvey (Nursery teacher), both members of the Senior Leadership Team.
9. If the disclosure relates to a member of staff, this must be shared as soon as possible with the **DESIGNATED PERSON** and nothing should be said to the colleague involved.

If you are in any kind of doubt about procedures for Safeguarding Children, then please see Mr Scott-Cree straight away.

**KNOW YOUR PROCEDURES – THEY ARE YOUR BOUNDARIES.  
They are there to protect you and the children.**

*‘Love one another as I have loved you’*