



St Peter's RC Primary School

Students, Volunteers and Relief Staff – Guidance Policy

We are pleased to welcome you to our school and hope you enjoy your time with us. Please find some useful information below to help you settle into school life. Please ask a member of our Senior Leadership Team if you have any other questions or need any support during your time with us.

Timings

School Day: 9.00am - 3.15pm

Morning break: 10.30am -10.45am

Lunch time: 12.30pm - 1.30pm

Students should make arrangements with their class teacher or mentor regarding arrival & departure times.

Security

All visitors are asked to sign in at the school office. If you have a college or University ID badge you should also wear this.

Child Protection - Role of all staff and volunteers

If you have any concerns about the safety/wellbeing of a child you should share this with the class teacher. The Child Protection Coordinator in our school is Liam Sturrock, Head Teacher. Amy Bain (Depute Head Teacher) is the Deputy Child Protection Coordinator. In the event of absence / unavailability of Liam and Amy, any concerns should be reported to Carolyn Kelman (DHT / Acting PT).

If none of the above members of staff are available, then the Joint Police and Social Work Child Protection Unit should be contacted on 0800 731 5520. If you believe a child is at immediate risk you should call 999 or 101 immediately.

Listen to a child if they want to talk to you. Don't ask leading questions or promise to keep it a secret, but try to comfort them and tell them you are there to listen, without making any judgements. Please refer to our policy which is available on our website <https://st-peters.aberdeen.sch.uk/?p=4012> .

Confidentiality

Confidentiality is imperative when working in a school. You must not share any information about a situation, pupil, family or others working in the school with anyone beyond our school staff. You should use your discretion if you are approached by a parent and direct them to the teacher or other relevant member of staff if they have any queries.

Behaviour

We invite you to compliment children on good behaviour and support small scale negative behaviours. Negative behaviour should be reported to a member of school staff.

Fire Alarm

Please familiarise yourself with the fire exits in each of the areas you will be working in. When the fire alarm sounds you should leave the building by the nearest exit. You should follow the rest of the

class to the relevant muster point and ask where meeting points are for each of the areas you will be in. If you notice a fire, please break the glass on the nearest fire alarm to raise the alarm. Do not re-enter the building until you are told to do so by a member of the Senior Leadership Team.

Staffroom

You are welcome to use the staff room over lunch time and can store food in the fridge (in the room across from the staff room). You are welcome to sit anywhere or use any cup, but we ask that you put the appropriate amount in the tea/coffee fund for any hot drinks you have. Please leave the staff room as you find it.

Health and Safety

It is everyone's job to ensure high standards of health and safety in our school. Any accidents or near misses should be reported to the Head Teacher, who will support with completing the appropriate reports.

To avoid spillages / burns, we ask that hot drinks are only consumed in the staffroom and should never be carried around the school / buildings.

Buildings

We currently work across four buildings (main building, portacabin, annexe and lodge house). Please speak to a member of school staff if you require directions within our school estate.

Conduct and Dress Code

We want you to be comfortable in school and with this in mind we ask you to dress smart/casual during your time with us. Please wear clothes that ensure you are appropriately covered and that you have waterproof and warm clothing with you for times when you will be outside.

We work together as a team and expect a mutual level of respect from everyone. Please be polite and friendly to all children and their families throughout your time with us.

We look forward to working with you and if you have any questions, please ask! Thank you!

Date of policy review: **January 2024**

Date of next review: **January 2025**