



What to do if?

I see a fire or hear the fire bell	See school evacuation plan. All areas of the school display these instructions.
It is raining outside and break time/lunchtime is approaching	If wet play is to take place and children are to remain within their classrooms the decision is made by the teacher on duty. If rain stops children are to go outside.
I am unwell	Please call your designated contact as stipulated in the Staff Handbook by 7.30am.
I need to request a leave of absence	Complete a Staff Request for Leave form, available from the School Office.
I need to call a parent/carer	You must always use a school landline, never your personal mobile.
I need to email a parent/carer	Please forward the body of your email to the office so it can be sent out using the generic office email address.
I am approached by a pupil/parent via social media channels	Do not enter into discourse, 'follow' individuals or make your social media profile(s) known as this would be a gross breach of our safeguarding and confidentiality policies.
A parent brings medicine into school	Ask them to visit the School Office to complete a Medication Request Form and discuss their child's needs with a member of the office team. No medication can be given without the appropriate paperwork being completed.
I do not recognise the adult collecting a child from my class at the end of the school day	Please call the school office and give them the name of the child in question and the name of the adult wishing to collect. The unfamiliar adult must remain outside the classroom until their identity has been confirmed. The school office can check the details provided by parents and if the unfamiliar adult is not on the list will call the parents and advise class of the plan of action. Please keep the child with you until advised otherwise.
A child/adult has an accident	All members of staff are required to take part in First Aid training to be able to assist in such events. Minor incidents can be dealt with in situ and recorded in the relevant accident book/sheet. If they cannot be moved ask an adult/child to go to the school office and ask to attend in situ.
Who do I see/what do I do if a child reveals private information or I have a serious concern about their health or well being?	Familiarise yourself with the DSL's within the school and refer to any of these individuals that are out of class and able to assist without delay. For staff complete an Expression of Concern form on CPOMS. For visitors or supply staff please go straight to a DSL and speak about your concerns..
I am approached by a member of the press	Make no comment and refer to the Head Teacher.
I have a grievance	In the first instance any concerns you may have should be raised with your Line Manager. A copy of our whistleblowing and complaints policy are on our website.
A child's behaviour is causing concern	In the first instance seek guidance from the member of SLT out of class for the day or use the walkie-talkie to ask for a member of the SLT team. Apply practices as outlined in the Behaviour Management policy included in your Welcome Pack and on our website.
I want to take photographs of children	Ensure parental permission has been given, please speak with the school office.
I want to purchase a small item of equipment or need additional stock	Establish if it is already available via the School Office. If an item needs to be purchased please follow the stock ordering process by completing the relevant purchase requisition and pass to your Year/Subject Leader for authorisation.
I need to make a personal telephone call	Please ensure your mobile is not used on the school site to protect our Safeguarding commitment. If there is an urgent need to make a call please use a telephone in the school office.
What do I do if I need to use my car for work?	Any journeys you make for work i.e. courses, school activities are covered by a school insurance policy. Not all staff have insurance protection to transport children.

