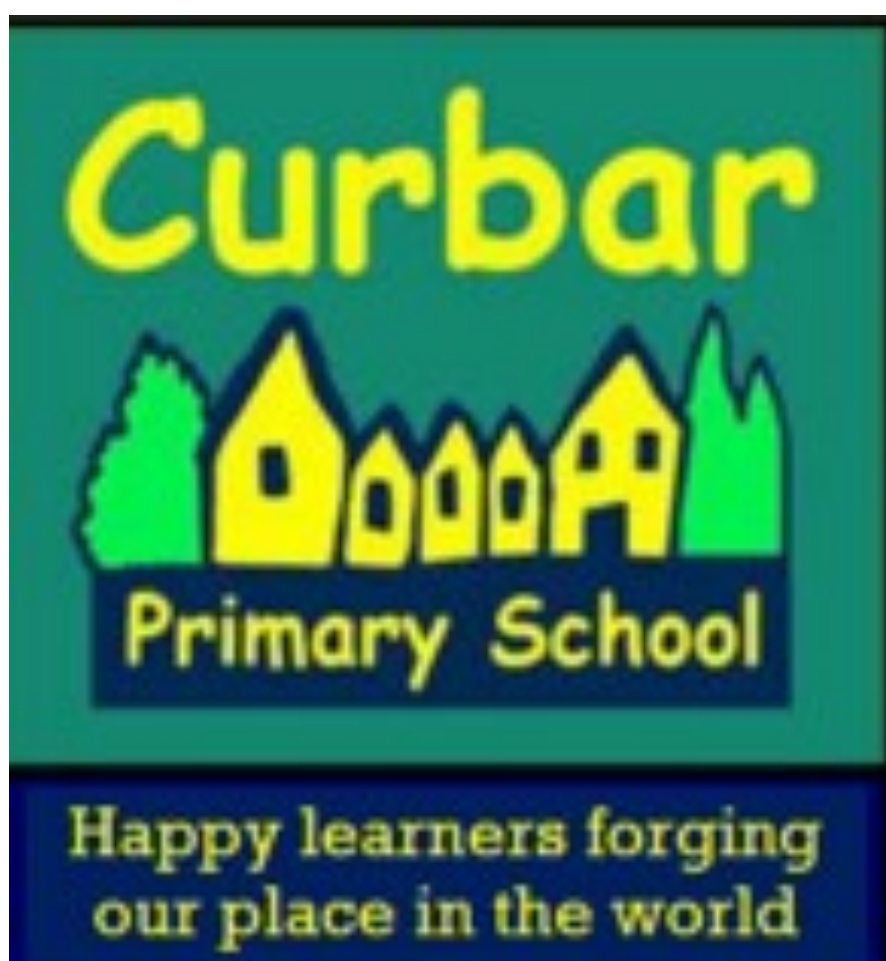


Welcome to Curbar Primary School



Important information for school volunteers and visitors 2020

Please read and ask if you have any questions

STAFF

Headteacher - Simon Beahan

Senior Teacher and Class 1 (Reception, Y1 and Y2) teacher - Linda Berry

Class 2 teacher (Y3 and 4)– Claudie Pattison

Class 3 teachers (Y5 and 6) - Christian Heynes/Simon Beahan

School Business Officer - Suzanne Cass

Teaching Assistants - Jen Callard, Sue Ridgeway, Jessica Bishop-Bingley

Midday Supervisors - Jen Callard, Jessica Bishop-Bingley, Kelli Allen, Sue Ridgeway, Julie Cain,

Cleaner in Charge - Carol Wilson

School Cook – Carol Wilson

Chair of Governors - Jane Taylor

Vice Chair of Governors - George Wolfe

Sports Coaches (Extra time) - Mr Tom Ellison

HEALTH AND SAFETY

The health and safety of every person at Curbar Primary School is very important to us so please read the following information carefully.

If you have any concerns about a health and safety issue while visiting our school please do not hesitate to speak to a member of staff and your concerns will be raised with the Headteacher (Simon Beahan) or our School Business Officer (Suzanne Cass).

Health and Safety is everyone's responsibility!

FIRST AID

All teaching and support staff are basic first aid trained. Mrs Berry and Mrs Callard are paediatric first aid qualified. In the event of an injury or accident, call for assistance from a member of staff. If the child is able to walk, calmly take them to the first aid point, outside the pupil toilets.

Please make the school aware of any medical needs **you may have** when you sign in at the school office.

SAFEGUARDING

If, at any point, during your visit to our school you have a concern regarding child protection please raise your concern immediately with our Designated **Safeguarding Lead (Simon Beahan)** or the **Deputy Designated Safeguarding Lead (Claudie Pattison)**.

If you suspect a child is being abused or at risk of being abused in any way, it is your duty to tell the designated Designated Safeguarding Lead or Deputy.

Signs of abuse may include:

- Change in personality (withdrawn, tearful, naughty).
- Visible marks, bruises, cuts and burns.

A child may disclose information to you. You should:

- Listen very carefully but say that you will need to tell someone.
- NOT ask leading questions.
- Make a note straight away after the conversation (date and sign it).
- Immediately inform the DSL or Deputy DSL.
- Keep all information confidential.

PLAYTIMES

- Please ensure all areas of the playground are supervised and all pupils are visible.
- Remind children to play calmly and sensibly considering the needs of others.
- Children must only play with proper play equipment and use it safely.
- Any adult on playtime duty should report any health and safety concerns to staff.
- Strangers at the boundary should be challenged - report this to a member of staff.
- Please ensure the pupils are reminded to follow the **‘Curbar Code’**.

We must always:

- Be ready for learning and always try our best (Be Aware)
 - Care for ourselves and each other (Share)
 - Care for our school (Care)

BULLYING

Bullying is not tolerated at Curbar Primary School. All racial, homophobic and incidents related to disability must be reported to the Head Teacher immediately.

Any sexualised or any other particularly concerning behaviour should be reported to the class teacher.

If you have any concerns regarding bullying behaviour, inform a member of staff.

EMERGENCY PROCEDURES

In the event of an emergency or the fire alarm sounding please follow these procedures:

- **Break glass on nearest fire point:** *by the front door; in the corridor outside the pupil toilets; two points in class 2; on landing of attic; in cloakroom of Beehive; near rear door in School House; on landing in School House.*
- **Evacuation should be via the nearest safe exit:** *main entrance at front, door onto yard in class 1, door onto yard near pupil toilets, two exits in the Beehive, front and rear door in school house.*
- **All persons to leave the building by marked exits in a quiet and orderly manner.**
- **Do not collect personal belongings.**
- **All persons to assemble by the wall adjacent to the playground or alternatively by the main entrance to All Saint's Church.**
- **The office to contact the emergency services and take registers outside**
- **Do not re-enter the building.**
- **Fire extinguishers are sited at the following locations:** *by the door of the staffroom; on the landing outside the attic room; in the school kitchen; in the boiler house; in the cloakroom of the Beehive; on the landing of school house.*

CRITICAL INCIDENTS

- Be ready to respond to any potential hazard in and around the school.
- Maintain a calm manner during the incident.
- Follow the instructions of the head teacher and senior staff.
- Do not speak to any members of the media or use your phone unless directed to do so.

PLEASE REMEMBER

- All visitors must sign in and out at the school office. Please wear the sticker provided
- Visitors who do not have DBS clearance must be supervised by a member of staff at all times .
- Please ensure any hot drinks are contained in a protected mug.
- Please ensure your mobile phone is not used inside the school at any time.
- We expect every visitor to conduct themselves professionally at all times.
- Please treat our staff and pupils with respect.
- Confidentiality is vital; please be aware of who is about when you may be having a discussion of a confidential nature.
- If at any point you are concerned or worried about something you have seen or heard please speak to the Headteacher, or a member of staff, so that we can take appropriate and immediate action.

We hope that you enjoy your visit to Curbar Primary School. We are always keen to hear what you have enjoyed about visiting our school and if you have any recommendations about we can improve further, let us know!

Contact@

Email: enquiries@curbar.derbyshire.sch.uk

Telephone: 01433 620266

Curbar Primary School

Calver Bridge

Curbar

Hope Valley

Derbyshire

S32 3XA



www.curbarprimary.co.uk



@CurbarSchool



@CurbarSchool

