For your Comfort

- Toilet facilities are located on the right at the top of the stairs.
- Tea and coffee making facilities are in the kitchen, through the library. Please do not take drinks into the classrooms. There are lidded insulated cups available
- Playground and equipment rotas are available by the playground door.
- If you would like a school dinner, please speak to the office before 09:15
- Any questions? Please ask.

First Aid Provision

If first aid is required, please alert a member of staff who will ensure a person trained in first aid attends the incident. All current staff have an up to date First aid qualification.

First aid boxes are located in each classroom and the school office

Critical Incidents

In case of an incident which necessitates leaving the school site, all staff, pupils and visitors will congregate in the field at the side of school, before moving to our designated 'place of safety' which is the Three Horseshoes Public House.

Filtering and Monitoring

If you notice any inappropriate material being accessed in school, please report this to a member of staff. As a visitor, if you are unable to access any learning resources due to the school's filtering, please speak to a member of staff.

Emergency Evacuation

Raising the Alarm

On discovering a fire or other emergency, all visitors should:

- Activate the alarm using the nearest available break glass call point.
- Notify a member of staff of the exact location of the incident.
- Evacuate the building immediately by the nearest exit.
- Report to the school car park.

On hearing the Alarm

- All visitors must respond immediately to alarm activations.
- The alarm is a continuous ringing bell.
- Any staff not with pupils, all visitors and contractors must leave the building by the nearest exit and report directly to Headteacher on the school car park.

If you have special needs which might hamper your evacuation from the building, please inform the office upon your arrival.

Who's who?

Our Designated Safeguarding Leads are:

- Tony Taylor, Headmaster.
- Mrs Richards
- Mrs Neumann
- Miss Jackson.

Any concern should be reported immediately.

All staff and Governors have identification badges which indicate their role in school.

MORLEY
PRIMARY SCHOOL

Morley Primary School

The Morley Feeling Where Anything Can be Achieved.

Information for Visitors

We welcome visitors to our school.

Our priority is to ensure our school remains a safe place for children, staff and all other members of our school community. Please take a few minutes to read the following information to help ensure your safety and the safety of all members of our school community. Our safeguarding leads are identified in our school entrance area, if you have any concerns please address with them. Our safeguarding information and policies are available in our school office.

All Visitors must sign in

If you have photo ID please present this to our Business Officer. Visitors will be given a visitor badge which should be visible at all times. When you leave please ensure you have signed out and left your badge behind.

Safeguarding children within our school

Parents and visitors coming on to school premises, have a duty of care towards the welfare and safety of the children and the adults at the school. Every child can potentially be put at risk regardless of their age, gender, religion, ethnicity or disability.

By following these simple guidelines you safeguard the children of our school and yourself.

What are our safeguarding procedures?

If you are concerned about the safety or welfare of a pupil, or of a member of staff; or if you are concerned about the conduct of a member of staff or visitor, you should immediately report to the Designated Lead or Deputy. Safeguarding is the action we take to promote the welfare of children in our care, **we take this very seriously.**

Child protection is the process of protecting children at risk of, significant harm. This includes physical or sexual abuse, neglect and emotional harm. The Designated Lead is responsible for speaking to parents if concerns arise, and making referrals to Children's Social Care with, or without, parental permission.

Policies and Procedures

If you have concerns, we will always listen to them and seek to address them, in line with our complaints policy.

Our policies, which are written in conjunction with ACE Derbyshire, are regularly reviewed, and apply to all staff, governors and volunteers working in the school. Policies are available on request from the school office.

Code of Conduct

This leaflet is designed to help visitors to our school understand the expected behaviour around our children in order to ensure their safety and wellbeing. At Morley Primary we expect everyone to behave in a respectful, friendly manner to all others. The whole school follows The Morley Feeling ethos – Togetherness, Love and Passion

Please scan the code to report any safeguarding concerns

Images/Photographs

If parents take images of children at our school they are only for personal use and should not be posted on social media sites or shared with anyone. Visitors are not permitted to take images.

pParents in the school grounds

Parents must never approach other children to discuss an issue. This is unacceptable and we will take immediate action should this happen. This includes our legal duty to call Children's Social Care. Parents should similarly not approach other parents. If you see something that concerns you, make a note of the concern including time, date, details and names, and pass this information immediately to school. Children cannot go home with any other adult (apart from the agreed list) without school staff being notified by the child's parent.

Safer recruitment

At Morley School we take all matters of safeguarding very seriously. All relevant documentation will contain the following statement of principle.

Morley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Every interviewing panel contains at least one member who has completed the national safer recruitment training.

How safeguarding relates to the curriculum

Through Personal, Social, Health, and Citizenship Education (Jigsaw) we encourage all pupils to be aware of their own and others' safety and to be able to discuss such issues. We also support pupils in an annual Anti-Bullying week, in teaching safety, and in our Sex and Relationships Education.