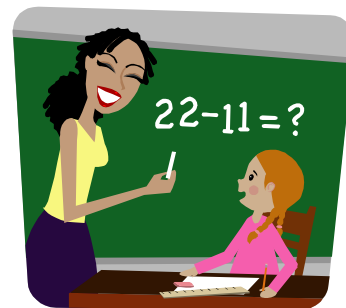
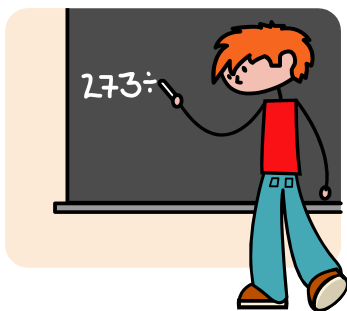




Work Experience Students Information Pack



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SCHOOL DAY – QUICK CHECKLIST

EVERYDAY

- School is opened by the Caretaker or Head Teacher at **7.30am**
- Children come into school at **8.55am**. Staff are expected to be in class to greet the children on arrival
- Complete the class and dinner registers- making a note on the bottom of the register sheet the reasons for absence of pupils (if known)
- Record and file all absence notes – place letters in the clipboard pocket
- Member of staff to put all dinner money in class folder
- Check class folder for any letters to go home

MORNING

- **Registration at 8.55am** Pupil & Lunch Registers are completed on teacher Ipads before 09:15

PLAY TIME (10.45AM – 11.00AM)

- Go straight to the playground if on duty – rota details are available on the staff room notice board
- Staff to accompany children to the playground
- If wet play – take your children into the school hall.

LUNCHTIME

- Reception from 12.30pm – 1.30pm
- Key stage 1 & 2 from 12.30pm – 1.30pm
- Staff to accompany children to the playground

AFTERNOON

- Pupil Register to be completed on teacher Ipad at 1:30pm
- Send letters, books etc. home

MONDAY

- Check the whiteboard in the staff room for meetings etc.

FRIDAY

- Decide which child/children will have their names in the fortnightly Star Award Assembly
- Weekly newsletters to be issued

ASSEMBLIES

- Monday – Friday 09:05-09:30

FIRE INFORMATION: EVACUATION AND EQUIPMENT

On hearing the fire alarm all persons should leave the building in single file in calm orderly manner (no running or shouting is permitted).

- The person in-charge of each class or area should indicate the exit route to be taken to the predetermined assembly point (out of the school gates and opposite the school entrance) and close doors on exit. IF there is time and it is safe to do so, windows should also be closed on exit.
- The person in charge should also check toilets (as they pass to exit) and surrounding area to ensure accountability of all personnel in their area – if it is safe to do so.
- Classes should line up on the pavement opposite the main gate in the order in which they leave the building, facing the gate.
- Head count to take place, followed by the register.
- Any missing persons should be reported to the head teacher (Deputy Headteacher in their absence) immediately.
- Anyone who is not in class should make their way to the predetermined assembly point by the nearest exit.
- Evacuation procedure for other areas:
 - Staff room & hall – Leave via the main entrance door, along the front of the school and out through the double gates by playgroup to the assembly point. The class teacher/teaching assistant has a key to the gates which she has with her at all times. The class will only cross the road when an appropriate adult has given the signal that it is safe to do so.
 - Library/Learning Zone/ICT Suite – Leave via the KS2 toilet doors and through the double gates by playgroup to the assembly point. The class teacher/teaching assistant has a key to the gates which she has with her at all times. The class will only cross the road when an appropriate adult has given the signal that it is safe to do so.
 - External classrooms – Leave the building via the safest route and proceed through the reception playground to the top playground assembly point – if possible. Alternative route through the car park (as for hall/new art room above).
- No one should re-enter the school until told to do so by the Fire Service or in the case of a practice fire drill by the Head teacher.
- The office staff are responsible for taking the registers when the fire bell sounds, the class teacher is responsible for taking it to the assembly point.
- It is the responsibility of the Headteacher or in their absence the Deputy Headteacher to establish the zone in which the fire is situated.
- The office staff will ensure that all visitors and kitchen staff are accounted for via the visitors' book/kitchen day book.

Child protection information

School statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. While working in our school we expect you to take care of our pupils and follow our procedures.

Key facts about child abuse

Abuse and neglect can happen to any child, boy or girl, of any race, culture, ethnicity or sexuality. Disabled children and children with SEN are particularly vulnerable.

Many children are unable to disclose what is happening to them and rely on us to interpret their behaviour and spot signs of abuse.

A pupil may:

- have a bruise, burn or injury that seems suspicious.
- show signs of pain or discomfort.
- be unnaturally passive or withdrawn.
- be unpredictable and challenging.
- seem anxious, fearful or distressed.
- provide an unlikely explanation for their injury or their behaviour.

If you are concerned for a child's health, welfare or safety in any way you must speak to the designated senior person (DSL) James Powell (Headteacher) or a senior member of staff before you leave the school site.

Do not question the pupil or try to secure evidence. Your responsibility is to report your concern, not to investigate.

If a pupil tells you something that suggests they are at risk of harm, allow them to tell you as much as they wish and let them know that you must pass the information on to the DSL.

If you become concerned about a pupil's immediate safety, notify the nearest member of staff and tell them why you are concerned.

You should complete a welfare concern form (attached) and hand it to the DSL or a senior member of staff before you leave the school site. Ask a senior member of staff if you would like help to complete the form.

If you have any questions or wish to see our child protection policy, please contact the Head teacher.

In addition further information is available on the Gloucestershire website www.gscb.org.uk

FIRST AID, HEALTH AND SAFETY AND SECURITY

Health and Safety

Health & Safety representative is the School Business Manager (Mrs Ella Moore). Please report any incident/issues immediately. Premises checks take place weekly – please report any non-urgent issues to Mrs Ella Moore during these checks.

Pupils with asthma have their inhalers in the classroom – please see the register tray for details of pupils with asthma/allergies. If in doubt, please ask.

First Aid

All staff are first aid trained. If you require first aid please come to the school office/send for help immediately.

Security

All parents, visitors and volunteers visiting the school during lesson time must report to reception on arrival and departure to sign in/out and to receive a visitor's badge. This process also includes parents collecting and delivering children during lesson time but not at the start and finish of the day. If staff or children meet visitors without identification they should challenge them. All members of staff, supply staff and parent helpers will have a DBS disclosure certificate prior to commencement of duties. Please ensure your DBS disclosure number has been obtained by the school office.

UPLANDS COMMUNITY PRIMARY SCHOOL

ICT acceptable user policy

Please read in conjunction with the safeguarding children (Child protection policy)

- I accept that I must take responsibility for my own use of new technologies, making sure that I use technology safely, responsibly and legally.
- I accept that I must be an active participant in e-safety education, taking personal responsibility for my awareness of the opportunities and risks posed by new technologies and communicate this to the children I teach.
- I accept that no communications device, whether school provided or personally owned, may be used for the bullying or harassment of others in any form.
- I accept that no applications or services accessed by myself may be used to bring the school, or its members, into disrepute.
- I accept that I have a responsibility to report any known misuses of technology, including the unacceptable behavior of others.
- I accept that I have a duty to respect the technical safeguards which are in place. I understand that any attempt to breach technical safeguards, conceal network identities, or gain unauthorised access to systems and services, is unacceptable.
- I accept that I have a duty to report failings in technical safeguards which may become apparent when using the systems and services.
- I accept that I have a duty to protect my password and personal network logins, and should log off the network when leaving workstations unattended. I understand that any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology, is unacceptable.
- I accept that I should use network resources responsibly. I understand that wasting staff effort or networked resources, or using the resources in such a way so as to diminish the service for other network users, is unacceptable.
- I accept full responsibility for the equipment whilst off-site including damage, theft or loss and understand that equipment is only insured by the school in transit, if it kept in a locked boot.
- I understand that school laptops/memory sticks given to individuals are for school related work only and that:
 - No illegal or unauthorized software will be downloaded
 - No images of children or unsuitable adult material will be downloaded or viewed on school ICT property.
- I understand that all school ICT property, including laptops, are not for personal use. This includes accessing personal emails – e.g. hotmail, yahoo, google mail, etc.
- I understand that network activity and online communications are monitored, including any personal and private communications made via the school network.

- I am aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action.
- Staff will ensure that when they take and/or publish images of others they will do so with their permission and in accordance with this policy on the use of digital/video images. Images will not be stored on personal devices. Staff will not use their personal equipment to record images unless they have permission to do so. Where these images are published (eg on the school website/VLE) it will not be possible to identify by name, or other personal information, those who are featured, unless we have permission to do so.
- Staff who have accounts on social networking sites (e.g. Facebook, Twitter, Instagram etc.) should ensure that their pages do not breach teaching standards. For example privacy settings should be such that only your friends can see photographs on your pages, comments made by you and comments made to you. Friends must not include current pupils or students at the school. If ex-pupils are amongst your 'friends', staff should be aware that younger siblings may gain access to comments which are accessible to the ex-pupil. Staff must not post offensive, derogatory or otherwise inappropriate comments or images relating to school business on their site. If comments are made to you about pupils, students, members of staff or other aspects of school business, they must be deleted immediately. Staff must not use social networking sites during their working day.

Where will I find.....?

Tea and coffee making facilities – in the Staff room – you are welcome to have your lunch here too.

THE SCHOOL OFFICE?

- Contact details on all children – a copy of which is in the class register tray kept in the school office
- Accident book –children
- Medical Cupboard – for storage of medication for specific children.
(Medicine may not be administered without the signed consent of the parent).
- Laminating pouches
- Off site first aid kit
- Off site walkie talkies
- Keys to Ipad cabinet/PE shed

AT THE BACK OF STAFF ROOM

- Card & paper
- Sellotape/parcel tape
- Blu-tack
- Pencils/sharpeners/rulers/rubbers
- Photocopy paper
- Staples



THE P.E. SHED (LOWER PLAYGROUND)

- Small games equipment

We are very short of space so every effort should be made to keep everything in its place.

THE CLASSROOM?

- Maths/literacy resources relating to a specific year group
- Planning and assessment files
- General resources
- Interactive white board



If in doubt - please ask at the school office.

We hope you enjoy your time at the school – if you have any issues arising during your time with us, please see a member of staff.

DECLARATION BY STUDENT

I _____ (Name),

confirm that I have read and understood the following as part of my induction:-

1. Child protection responsibilities
2. Safeguarding Policy including Child Protection
3. Health & Safety Policy
4. Equal Opportunities Policy
5. Staff Code of Conduct Policy
6. Health and safety responsibilities
7. ICT acceptable user policy
8. Procedures in the event of a fire

Signed _____ Date _____

College: _____