



Staff and Volunteer Induction Information

A brief guide to working at the school for staff and volunteers,

including some key safeguarding information

Welcome

Welcome to Pensford! We hope that you will very much enjoy working here and that if you have any questions you will find all the staff and children approachable and helpful. Please don't be afraid to ask us about anything you are not sure about, no matter how big or small. This booklet should also help with some of the key things you might want to know.

What kind of school is Pensford?

Pensford is a very small primary school (97 children on roll as of 5.9.22) so we are proud of the fact that all the adults know all the children. We are an Academy and not linked to a church or particular religion. In June 2019 we joined the Multi-Academy Trust – The Partnership Trust, and are proud to be part of their family of schools.

We nurture an atmosphere of support, collaboration and respect. This is built around our school values of Happiness, Excellence, Ambition, Respect and Togetherness (HEART). Our sixth value that sits alongside these is Independence, and we are proud of how we support children to make their own choices and take the initiative. We are also keen to promote and emphasise outdoor and physical education and do this in several ways including regular forest school sessions and use of an outdoor classroom. The school is organised into four classes:

Name	Year Groups	Teacher	Teaching Assistant(s)
Duckling (Class 1)	Reception	Ruth Redman	Nadia Woodhouse
Dragonfly (Class 2)	Years 1 & 2	Jo Cowin	Emily Mapstone
Otter (Class 3)	Years 3 & 4	Emma Bailey	Tracey Bevan
Kingfisher (Class 4)	Years 5 & 6	Sam Miller	Sharon Croucher Natalie Pullen

Our Higher Level Teaching Assistant, Ginny Young, also teaches each class at times across the week. Hayley Wain provides additional teaching assistant capacity all day on a Monday. The Headteacher is Warrick Barton, and Sam Miller is Senior Teacher in charge in Warrick's absence.

Our curriculum

We base our curriculum on the four pillars of Wellbeing, Language, Reasoning and Technology. You can find out more about it here: <https://www.pensfordschool.org/Curriculum/>

How do we keep children safe?

Safeguarding is our number one priority, and this is stated each week at the top of our weekly diary in the staffroom. We are aware that our school site is relatively 'open' compared to many other schools so we have to be particularly conscious of access to the school. In particular, all adults are responsible for:

- Keeping doors and gates closed and locked whenever children are inside. (We deliberately keep the doors open at breaktime and lunchtime so that children can access the toilets and so that they could get into the classroom quickly if necessary as part of a lockdown.)
- Knowing the lockdown procedures (attached).
- Knowing the evacuation (fire) procedures (attached).
- Knowing how children are handed over at the end of the day (see below).
- **Reporting any concerns about children's welfare to the designated safeguarding leader (DSL) or their deputy.** **Warrick Barton** is the headteacher and the DSL. **Sam Miller** is the deputy DSL. We have concern forms in the school office for this and details of the procedure are displayed in the staff room and staff toilets. Warrick's number is 07973 841638; Sam's is 07725 334672.

Handing children over to adults at the end of the day

Children in **Reception and Years 1 to 4** line up in single file and are handed over one by one to the adult collecting them. For the vast majority of the time, the member of staff will recognise the collecting adult. If this is not the case, for example if a supply teacher is taking the class, another member of staff who does know the parents and carers must be present. If there is any doubt about whether a particular adult should collect a child, we have a password system in place. The adult must be able to give the correct password that can be verified by the office before collecting the child. If this cannot be given, the headteacher or deputy safeguarding leader must contact the parent whose contact details we have on file before releasing the child to any other adult.

The above also applies to children in **Years 5 and 6**, except that they do not line up in single file. The teacher in charge of the class supervises as the children meet their collecting adults in the playground and the children are told they must come back to the teacher if the person collecting them is not who they were expecting. The teacher actively scans the playground to check that all is well and that all children are collected. Some children, provided the headteacher and parents agree, walk home on their own. The teacher must know who these children are on a particular day.

Children attending after school clubs should wait until an adult is available to take them to the club leader. The member of staff must ensure that the club leader is wearing a Pensford identity badge. This is to verify that they have signed in at the office and therefore have had their identity/ DBS check completed.

Mobile phones

These should not be used in school except in emergencies. If you are expecting, or need to make, an important call then please advise the headteacher beforehand. **Photographs must not be taken on personal devices.** We generally use the school iPads for photos, but also have some school cameras. Carers of your own children or family should have the school landline number – 01761 490470 so that you can be contacted via the school office in case of emergency.

How do I know what is going on in school? Here are some key times in the school day:

07:00	School buildings are opened	12:00	Lunchtime for Duckling & Dragonfly
07:30	Breakfast club begins	12:15	Lunchtime for Otter and Kingfisher
08:45	Children can go in to their classes (but parents are responsible for supervising them in the playground up until this time)	13:00 13:15	Afternoon lessons begin (DK/ DF) Afternoon lessons begin (OT/ KF)
08:55	Registration	15:15	Duckling & Dragonfly children are collected
09:05	Assembly	15:20	Otter & Kingfisher children are collected
09:20	Lessons begin	15:30	After school clubs begin.
10:20	Morning break	16:30	Normal finish time for clubs
10:35	Lessons continue	17:15	Normal time for closing the school

The **weekly diaries in the staffroom** are also useful and if you will be with us for a longer period, please ask the office for log-in details for our Google calendar.

Please ask us if there is anything you would like to know. Warrick's email address is warrickbarton@pensfordschool.org.

Lockdown Procedures

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident in the local community (with the potential to pose a risk to the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, or air pollution (smoke plume, Gas cloud etc)
- The close proximity of a dangerous dog roaming loose

NOTE THAT THE THREE EXTERNAL DOORS MUST BE KEPT LOCKED AT ALL TIMES IN ORDER TO MINIMISE THE THREAT OF INTRUDERS.

Lockdown Start Signal

When there are children outside: The HT (or other staff member) will sound 2 long blasts of a whistle in the playground and say “LOCKDOWN”.

For children already inside: The HT (or ANY member of staff) will signal the Lockdown using our phone system. For Otter class, who do not have a phone, the message will be delivered in person by the HT or one of the office staff.

Who	What
Headteacher	Check hall doors and windows are locked. Close HT blinds. Meet SEMT in HT/SBM Office. Call classes if no response to the alarm within 5 mins (ie no reports of missing children or ‘NONE’.)
School Emergency Management Team (SEMT)	HT & SBM and/ or Office staff: Will be responsible for assessing the situation and making rapid decisions. Contact via classrooms is limited and so will be through the school phone system or, if necessary, staff personal mobile phones. SEMT will be responsible for contacting emergency services and/or parents.
Teachers	Go/ stay with class to/in classroom (Star Room for Duckling); ensure windows, outside doors and classroom doors locked. Close blinds. Turn off lights and sit children away from doors and windows. Remain calm and reassure children. Take the register or do a headcount to check no-one is missing. Keep your mobile phone on you for contact, and text the names of any missing children, or adults with the class that day, or “<NONE>” to the HT using the All Staff WhatsApp group.
Office Staff	(As a safety measure, keep the door closed and locked outside busy times). Ensure front doors are shut. Lock the office. Check all external doors. Meet in HT/SBM Office.
Lunchbreak Supervisors	On hearing the whistle, usher the children to the nearest entry point and accompany them to their classrooms. Stay calm and reassure children. Go to nominated year group and stay with a class.
Kitchen Staff	Ensure kitchen door is locked and close shutters. Stay in kitchen if safe. Keep your mobile phone with you.
Teaching Assistants	Make sure that outside doors and windows are shut. Close all blinds. Stay with the class with whom you have been working.
Breakfast Club	Ensure external doors are locked, close windows and curtains. Stay calm and reassure children. Usher children to Otter Class. If outside accompany children through the main entrance to Otter Class.
Visitors	Stay with nearest class
All	Stay with your class. Await further instructions by mobile phone. When the lockdown is over (see below), the headteacher or a member of the office staff will come to each classroom to tell them. NO ONE SHOULD MOVE ABOUT SCHOOL

End of Lockdown

- The end of lockdown will be decided by the Headteacher, or in his absence, the senior teacher in charge. This will be done via the All Staff WhatsApp group and the HT will also normally visit each class at the end of the lockdown..
- Remain with class until notified of a whole school assembly, which will be held as soon as possible in order to debrief and reassure children and adults.
- Parents will be notified by text that an incident has occurred and may be called to collect children early if appropriate, as decided by the headteacher.

EVACUATION PROCEDURE



Please familiarise yourself with these instructions

When the alarm sounds

- Do not stop to collect personal belongings, eg coats, bags.
- The Head will phone Emergency Services if safe to do so

ASSEMBLY AREA: Main playground against road wall

MAIN BUILDING	Nearest/Primary Fire Exit
Class 2	Rear door
Hall - single class	Front door
Hall - whole school	
Infants	Front door
Juniors	Rear door
Resources Room	Rear door
Admin Office	Front door
Kitchen	
Headteacher's Office	Headteacher/LSA to check toilets
Staff Room	

INFANT BUILDING	Nearest/Primary Fire Exit
Class 1 (Reception)	Door adjacent to main steps
Class 1 (Years 1&2)	Main door Teacher/LSA to check toilets
Star Room	Door adjacent to main steps

NEW BUILDING	Nearest/Primary Fire Exit
Class 3	Main door Teacher/LSA to check toilets