



Visitor Handbook

St Cuthbert's Mission Statement

God made us all unique

To learn, live and grow

To show care, concern and friendship

To be the best we can

Showing Christ's love in all we do.



Welcome to St Cuthbert's Catholic Primary School. We are delighted that you have decided to join the team and hopefully you will find your time with us inspiring. There are many aspects of school life that cannot be addressed in this booklet as so much depends on the co-operation, personal relationships and support that exist between school, children and families.

If you wish to discuss or clarify anything in a little more detail then please do not hesitate to contact school. We are sure that you will have a very enjoyable learning experience at St Cuthbert's.

Anne Bullerwell

Executive Headteacher

Lucy Clarke

Deputy Headteacher

Lucy Marley

Senior Leader

Carolyn Ferguson

Assistant Headteacher

St Cuthbert's Catholic Primary School,

Balmain Road, Kenton

Newcastle Upon Tyne

NE3 3QR

Telephone: 0191 286 0129

Email: office@stcuthbertsk.org

Conduct and Procedures for Visitors'

On your arrival, you will be asked to sign in and wear a visitor badge for the duration of your time in school. This record is kept in the school office and is an important document should there be an emergency drill. If you are a visitor into school, you are welcome to work alongside the class teacher in the classroom. If however, your role requires you to work with children independently of the class teacher, a DBS must be provided and the SLT will support an area for you to carry out your work.

Dress Code

Please dress appropriately for school. You may need to provide support for pupils at their level and may need to bend/reach therefore you need to be smart yet comfortable. St Cuthbert's Catholic Primary School strongly discourages extreme haircuts and visible body art/piercings.

Directed Time

This is from 8.30 – 4pm each day. Please support the class teacher in setting up and resourcing the room for the day ahead if you are in to support within the classroom. If the class teacher or your role does not require this, please complete any tasks you may have until 4pm. If you are in school to work with designated pupils, please ensure that you sign out prior to leaving.

Absence

If you are unable to attend school, please contact the main office (0191 2675677).

Smoking/Vaping

St Cuthbert's operates a NO SMOKING/VAPING policy at all times.

Break and Lunch Times

You will be shown to the staff room where you will be able to relax and make refreshments. If you have time and wish to leave the school site then you can do so by signing out at the main entrance. On your return, you must sign in and wear your badge. During lunch time, we encourage visitors' to also spend some time outside getting to know the children whilst observing routines and procedures at this time of day.

Mobile Phones

Please turn your phone off when you are in the school building unless it is break/lunch time and you are using it in a designated room. Please keep your phone in your bag and do not carry or use it publicly at any time without discussion with the SLT. If you use your phone irresponsibly in a way which impacts on the safeguarding of our staff and pupils, then we could end your placement with immediate effect.

Professionalism

Please respect the work that takes place in our school community. We live in a diverse society and there are many differences in our lives and the lives of our children and their families. Please respect these differences. We promote mutual respect at all times and model this so pupils can see how to behave and treat each other. If you are concerned about how a child is presenting or they have shared something with you that is concerning, please speak with a 'Designated Safeguarding Lead' and share your concerns. It may be that you speak to the nearest staff member and they will radio for support.

Designated Safeguarding Lead – Anne Bullerwell

Deputy Designated Leads – Lucy Clarke/Lucy Marley/Carolyn Ferguson

Social Media

Alongside our safeguarding and e-safety policies, we ask you to consider the information that you share regarding St Cuthbert's. Please do not reference the school and its name in any capacity. This is to safeguard yourself and your position in school.

Photography

During school celebrations and assemblies, we allow families to take photos and videos of their child for their own personal use. These are not to be shared on social media. Please do not take any photos around school unless discussed and agreed with a member of the SLT.

Safeguarding Policy Summary

Safeguarding encompasses many aspects of school life. Every child and member of staff should be able to come to school and feel safe and secure. This means that all staff need to receive rigorous checks by the Local Authority and other services. Once their checks have been completed, staff receive a DBS. This is a certificate which states that they are safe to work with children. If you do not hold a current DBS, a member of the school staff will accompany you throughout the school day to safeguard you.

The environment needs to be safe and conducive to teaching and learning. The site needs to be secure at all times and provide safety to all throughout the day. Resources need to be safe and fit for purpose.

Safeguarding includes the use of e-safety and other mobile/photographic devices. Families send their children to school with the knowledge that images of their children will not be used for any promotions or Internet use without their consent. St Cuthbert's work in partnership with families regarding the use of photographs and families are asked to complete a consent form at the beginning of the year regarding this.

All staff receive annual child protection training. We are committed to following Bishop Bewick Catholic Academy Trust safeguarding procedures which marry the expectations of the Local Authority.

Children may show the following sign:

withdrawn, tearful, loss of weight, under achieving, short temperedness, unkempt, always tired and often comforted by friends and sometimes they may have unexplained bruises or injuries.

The Designated Safeguarding Lead will support children and staff through aspects of Child Protection.

Please read and familiarise yourself with the most up to date version of 'Keeping Children Safe in Education'. [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/626372/Keeping-children-safe-in-education-2016.pdf)

If you are concerned, please speak with the class teacher/Designated Safeguarding Lead.

They will investigate further and record this information on CPOMS.

https://st-cuthberts.eschools.co.uk/web/key_policies/684291

Behaviour Management Rewards

Rewards can be varied across each phase group. School promotes 'cubes in the jar' for kind actions and great work along with 'greenies' which promote positive contributions for all areas of school life. Consequences If pupils are not following school expectations, pupils may be asked to remove a bead from the jar. They may receive some thinking time for their behaviour or receive a written warning. All approaches are shared within school's behaviour management policy.

https://st-cuthberts.eschools.co.uk/web/key_policies/684291

Safety Procedures

Fire safety has a high priority within St Cuthbert's. Fire extinguishers are regularly checked by fire personnel and in accordance with current regulations and policies. Regular fire checks are carried out by the fire service to ensure that classrooms and school premises comply with current legislation. If the fire alarm sounds, please accompany the nearest class and follow the safety procedures supported by the lead teacher. School also has an alarm for 'lockdown'. This is where staff and pupils lock down within their designated safe spaces in case of a terror alert.

First Aid

Any pupil requiring first aid will be supported by a named first aider in school. These incidents are recorded and shared with parents either during or at the end of the school day. If a pupil required more serious medical attention, then an ambulance will be called and school will follow emergency procedures. This is the same for adults if they require medical attention.

Whistleblowing

If you are concerned about any incident and you feel that you can't approach the Headteacher or member of staff, please contact school's Chair of Governors' (see website) or contact NSPCC Whistleblowing advice line.

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicatedhelplines/whistleblowing-advice-line>