

Visitors Induction and Information Booklet



At Ashton Keynes, we are committed to safeguarding and promoting the welfare of pupils in our care and we expect all staff and volunteers to share this firm commitment.

Our vision is: *'Shine Bright, reach for the stars'*

Our Christian vision: 'I came that they may have life, life in all its fullness' John 10

We aim:

- To provide an environment where each child feels happy, safe and valued as an individual with unique skills and talents, and who experiences success.
- To provide an education which develops the child intellectually, academically, physically, socially, emotionally, culturally and morally.
- To provide an engaging 'Shine Curriculum' that promotes high expectations and secures high standards through engaging, interactive, and stimulating programmes of study, including delivery of the National Curriculum.
- To encourage children to take responsibility for their own learning and be encouraged to achieve their potential.
- To offer a local/global curriculum where children are encouraged to take care of and appreciate the world and the people around them.
- To celebrate the diversity of our society, to be inclusive, and to promote community cohesions and respect of all religions, cultures and backgrounds.
- To build a strong sense of a learning community based on positive communication and effective partnerships between home and school.
- To encourage and expect parents to take an active role in their child's learning in school and support their child's learning at home.

Our website: www.akps.org.uk is where you can find our 'Shine Curriculum' and full information about our school.

The School Day

8.45am - School gates open. Children who go straight to their classrooms.

8:45 - 8:55am – Registration and Morning Work.

8:55am – School gates close.

9am – 9.20am – Collective worship in the school hall.

10:30 - 10:45am – Break time

12.15 - 1:15pm – Lunch time

3:15pm - End of the school day. Classes R-4 leave via the playground and school gates. Classes 5 and 6 leave via the car park gate.

We hope you have a very happy and fulfilled time at Ashton Keynes C of E Primary and enjoy working with us to provide the very best education for our pupils that we can. If you are not sure about anything during the school day, then please don't hesitate to ask the office staff, the Headteacher or a member of the teaching staff.

Day to day information you will need to know:

1. Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share this commitment.

The school operates a stringent Child Protection Policy, in line with Wiltshire Child Protection guidelines. On application to be a regular volunteer helper, you may be asked to complete a DBS (Disclosure and Barring Service) check.

2. Signing in

Entry to the school may only be done via reception. Please make sure you sign in on the electronic signing in system at the reception front desk and you will be given a visitor badge to wear, so people know that you are a visitor or volunteer. Please return your lanyard to the office upon leaving.

3. Working in our school

If you are a regular visitor, then an enhanced disclosure and barring service check will have been completed. Otherwise, when you are working in school, you will always be under the supervision of a staff member and should, for your own protection, be in sight or earshot of them. Please do not take a child or group into a room on your own.

4. Positive Behaviour Management

We expect excellent, polite and respectful behaviour from all of our children, but if a child you are working with displays any unacceptable behaviour please tell one of our staff immediately who will deal with the child appropriately.

5. First Aid

First Aid equipment is available in the school office and there is a list of qualified First Aiders in the entrance and around the school. All staff have undergone basic first aid training. If a child hurts themselves, please notify a member of staff immediately.

6. Emergencies - fire

Wherever you are working in the school, it is for your own safety that you ascertain where the nearest fire exit is. In the case of fire, a continuous alarm noise will be heard. In the event of a fire alarm/drill, the assembly points are in the playground. You should leave via the nearest fire exit.

7. Refreshments and Toilets

You are welcome to join us in the staff room at break and lunch times where there is water and a range of hot drinks available. Adult toilets are located in the STEM lab area by Class 5.

8. Confidentiality

All information regarding pupils and staff must remain confidential.

9. Dress Code/Mobile Phones/Facebook

Our school has a dress code for all staff that is smart and respectful i.e. no low tops and modest length dresses/skirts. Mobile phones are to be switched off or to silent when in school and only used during lunchtimes or breaktimes. They are not to be used for taking photos of children. Social media must NOT be used to refer to any activities within the school unless via permission from the Designated Safeguarding lead for special events e.g. TV/radio.

10. Policy documents

Essential documents are available on the school website www.akps.org.uk and from the school office.

Please ensure you read the following documents:

- **Working Together to Safeguard Children (2018)**

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

- **Keeping Children Safe in Education (2022) (KCSIE)** [KCSIE 2022 September](#)
- **AK Child Protection Policy** [AKPS Safeguarding & Child Protection policy 2022-2023](#)
- **AK Staff Behaviour Policy** [AKPS Staff Behaviour Policy 2022](#)
- **AK Whistleblowing Policy** [Whistleblowing Policy](#)
- **AK Behaviour and Anti-Bullying Policy** [Behaviour and Anti-Bullying Policy](#)
- **AK Teaching & Learning Policy** [AKPS Teaching & Learning Policy](#)
- **Marking and Feedback Policy** [Marking and Feedback Policy](#)

Safeguarding at Ashton Keynes C of E Primary School

Your safeguarding duty as a visitor

As an adult working in this school you have a duty of care towards all students. This means you should act at all times in a way that is consistent with their safety and welfare. If you have a concern about a child, particularly if you think s/he may be suffering or is at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Safeguarding Lead (DSL) Sam Saville (Headteacher), or Deputy DSLs (Dan Hockaday and Sarah Igoe).

The following is not an exhaustive list but you might become concerned as a result of:

- Seeing a physical injury which you believe to be non-accidental
- Observing something in the appearance of a student which leads you to think his/her needs are being neglected.
- Witnessing behaviour which gives rise to concern from a student or an adult
- A student telling you that s/he has been subjected to some form of abuse

DOs and DON'Ts

- If you are concerned you must **immediately**
 - record your concerns on a referral form which are available in the staff room
 - date and sign the account
 - hand the form personally to either of the DSLs.
- If a student talks to you about (discloses) abuse you should:
 - Listen carefully without interruption
 - Only ask sufficient, open questions to clarify what you have heard. Do not 'lead' the student in any way.
 - Make it clear you are obliged to pass the information on, but only to those who need to know

You must not:

- ask the student to repeat the disclosure to anyone else in the school,
- ask him/her or any other student to write a 'statement'
- You must not inform parents.
- You are not expected to make a judgement about whether the student is telling the truth.
- You must not discuss the situation with anyone other than the DSL

If the behaviour of another adult in the school gives rise for concern you should report it to the named senior officer and Designated Safeguarding Lead who is Samantha Saville (Headteacher). If it is about the named senior officer, you should contact the Chair of Governors (safeguarding Governor) Michele Collier Bromelow.

Remember- share any concerns. Do not keep them to yourself.

Visitors and Visiting Speakers Agreement





We understand the importance of visitors and external agencies to enrich the experiences of our pupils. In order to maintain a clear focus on our main priority of teaching and learning within a safe and protective environment, care must be exercised to respect the diverse views and values of all pupils.

The visitor/speaker must agree to the following terms and conditions and will be asked to sign an agreement on entry to the school:

- Any presentation must be appropriate to the age and maturity level of the pupil, parent or staff audience.
- Appropriate dress, language, and behaviour are required by the speaker/visitor at all times.
- The visitor and presentation/ activity must not incite hatred, violence or call for the breaking of the law.
- The visitor is not permitted to encourage, glorify or promote any acts of terrorism (including individuals, groups or organisations that support such acts), extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.
- The visitor must not spread hatred and intolerance or marginalise any group/s in the community and thus aid in disrupting social and community harmony.
- The content of the speech/presentation or visit must contribute to preparing pupils for life in modern Britain and support the academy's ethos and values.
- The visitor must seek to avoid insulting any faiths or groups, within a framework of positive debate and challenge.
- The visitor is not permitted to raise or gather funds for any external organisation or cause without express permission from the Headteacher.
- The visitor agrees to comply with the academy's Equality and Child Protection Policies and safeguarding procedures.
- School staff have the right and responsibility to interrupt, balance or stop the presentation or activity for any violation of this agreement.
- The visitor agrees to be accompanied in the academy at all times (unless appropriate DBS checks and procedures have taken place).

Marking at AKPS

Each class teacher uses a number of symbols to indicate changes or corrections children are required to make. The children are taught what they mean and can respond to them. Below are the codes used throughout the school:

	Parts of my work that I've done well (Positive Purple)
	Parts of my work I need to check (Growing Green)
	Parts of my work that I have changed myself (Pupil Voice)
SIT	A task I need to complete to improve my work
/	I've missed a finger space here
*	I've added in some extra detail
_____ word . in margin	I've made a spelling mistake
	Something doesn't make sense
○	I've missed out punctuation, or used incorrect punctuation. I've made a mistake in Maths.
∧	I've missed out a word
//	I should have started a new line or new paragraph
.	I've got an answer incorrect in Maths
CI	CI (Reception) - I thought of this idea myself
T	T - I worked with a teacher
TA	TA - I worked with a TA
S	S - A supply teacher taught me today
VF	VF - An adult spoke to me about how I can improve
I	I - I did this by myself

The office team will be more than happy to assist you should you require anything further than what is provided within this guide. Enjoy your time with us.