

- All pupils, parents and staff to understand the expectations and strategies of our behaviour policy.
- **Code of conduct**
Do not instigate verbal or physical contact with pupils (this applies both on and off site) unless it is appropriate and a part of an agreed reason for you visits.

Don't respond to verbal or physical contact from pupils. If this occurs, or you have any other concerns about pupil behaviour, then report it to the member of school staff who is working with you.

Do not give any personal information to any pupil, for example your address, telephone or mobile number, email address or personal websites.

Do not take photographs of our children on

personal devices, phones, etc.

Do not accept or respond to a student attempting to give you personal information, for example their address, telephone or mobile number, email address or personal websites.

Do not accept physical or verbal abuse from a pupil. DO NOT respond yourself but report it immediately to a member of staff,

Do not be in an unsupervised one to one situation with a pupil.

Do not be in a room with children with the door closed under any circumstances.

Allegations:

Any allegations should be reported to the headteacher

School Policies

Please visit the school website for further policies for staff and visitors
www.alkhairschool.org.uk

Alternatively, speak to the school office for more information.

-Ethos

Al.,Khair Primary school is dedicated in helping our students achieve excellence in education within a stimulating, caring and secure Islamic environment. We focus on providing our students with a holistic Education, & teaching them how to manage their time, their education and ways to present themselves and their work.

Confidentiality

Please remember that whatever you see or hear in school is confidential and should not be discussed with others.

Everyone has a responsibility to make sure that all children at Al Khair Primary School are safe.

PLEASE DO NOT:

Decide to do nothing or leave our school without telling anyone, should you have any issues, concerns or information.

Welcome to Al Khair Primary School



Safeguarding for visitors Al Khair Primary & Nursery

Thank you and welcome

Al Khair Primary & Nursery

Dear visitor,

Welcome to our school. Once you have signed in, please wear your visitor badge at all times. Always sign out when leaving.

Please also be respectful and follow the school's ethos (found at the back of this pamphlet).

Please read the following fire evacuation procedure and familiarise yourself with your evacuation route as displayed around the school.

Discovering a fire

Operate the fire alarm immediately via the red fire points located by the main exits. Begin the evacuation of yourself and the children in your care.

Hearing the Alarm

On hearing the alarm; stop what you are doing. Take any children in your care to the nearest fire exit. Go straight to the fire assembly point.

At the Fire Assembly Point

Report to a member of school staff. If a member of your party is missing, inform a member of school staff.

Remember:

- Do not attempt to **manage the fire**
- **Close all doors behind you**
- **Do not stop to collect personal belongings**
- **Do not go back into the building to look for anyone**
- **Do not re-enter the building until the all clear has been given by the head teacher**
- **All concerns - record and share with one of the designated safeguarding leaders listed below.**
- **Prevent:** Radicalisation = process of coming for support terrorism, Extremism = active/vocal against British Values. Watch for: isolation, low self-esteem, sudden interest in religion and significant appearance change. Raise concerns with Safeguarding Lead and record concern.

Al Khair Primary & Nursery

- **CSE:** Child Sexual Exploitation - form of sexual abuse - manipulate and/or coercing under 18s. Imbalance of power - everyone at risk. Watch for: physical change, marks they conceal, increased online activity, two phones, secretive, withdrawn, new unexplained items. Talk to DSLASAP
- **Record of Concern:** Sheet kept in staffroom in safeguarding folder. Complete and give to DSL to make him/her aware you have completed it. Information shared in weekly meeting. Child Protection case = record and file all contact with family/child.

Designated Safeguarding Leaders.

Mr Sajad Akram

Safeguarding Lead

Ms Harim Iqbal

Safeguarding DSL

Ms Noreen Mubashir

Safeguarding DSL

Mr Sajad Akram

Head Teacher

DBS Certificates

All staff, including supply staff, regular visitors and volunteers are subject to Disclosure and Barring Service (DBS) certificates. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office.

First Aid

In the event of an accident, please advise a member of staff who will enlist the help of a trained first aider. If a member of staff is not present, call the school office immediately. If you have a medical condition which you would like us to be aware of please inform the office on arrival.

Behaviour

When working in school please adhere to the school Behaviour Policy. Our policy helps us to create a caring and secure environment in which children can learn and play safely.

Behaviour problem will be dealt with in a fair and equal way, without prejudice to age, gender, race, religion, ability, disability or culture.

At Al Khair Primary we want:

- An environment that encourages and reinforces good behaviour
- A consistent response to both positive and negative behaviour
- To promote self-esteem, self-discipline and positive relationships
- A culture of honesty respect, consideration and responsibility