

General Information

- All information concerning the children is confidential.
- All staff follow the School Behaviour Policy and we have high expectations of behaviour for all of our children.
- If you feel that a child is behaving in an inappropriate manner, please inform a member of staff.
- We encourage the children to be independent and try for themselves before asking for assistance.
- If a child is feeling unwell or has injured themselves, please inform a member of staff.

The School Day

Morning Session	08:45 to 10:30
Morning Break	10:30 to 10:45
Morning Session	10:45 to 12:00
Lunch Break	12:00 to 13:00
Afternoon Session	13:00 to 15:15

Registration

If you are covering a class, please speak to the School about register procedures.

If teaching, please familiarise yourself with any medical needs, behaviour needs, EAL or special educational needs. You can locate this information in the school office.

You should speak to either the Class Teachers or Teaching Assistants for other relevant pupil information.

If you have any further questions, please do not hesitate to ask.



Twyford C of E School

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Welcome to Twyford C of E School

Health and Safety and Safeguarding Information for Visitors

This leaflet contains important information for you as a visitor, student or supply teacher to our school.

We ask you to read it carefully and keep it with you for reference throughout your time with us.

If you have any problems or questions during your time at Twyford, please ask any member of staff who will be happy to help you.

Headteacher: Mrs Judith Bloomfield

Assistant Headteacher: Mrs Katie Rumble

Chair of Governors: Mrs Andrea Hodges

We hope you will find the following information useful whilst at Twyford C of E School.

Safeguarding Advice

All children have the right to grow up safe from harm.

No child should suffer harm either at home or at school.

As a school the wellbeing and safety of the children is our priority. We ask that this is also your priority whilst you are here. Here you will find important advice and information for use when you are working with children in our school.

Please remember: If you are worried about the safety or welfare of any young person in school or have a concern (no matter how 'small' it may seem) you must report this concern to one of our Designated Safeguarding Leads.



Judith Bloomfield
DSL



Katie Rumble
Deputy DSL (from Nov 2022)

If you are concerned

If you think a child might be being harmed as you have observed something or they have disclosed something to cause a concern, you must not keep it secret. It must be reported as soon as possible to one of the Designated Safeguarding Leads listed above.

Write down your concerns and anything that has been said, using the exact words spoken. Do not ask leading questions or promise not to tell anyone. Our staff will support you in completing the necessary referral.

Working with children in school

- Never be alone in a room with a child
- If you find a child seeks to talk to you on a regular basis, let the class teacher or your line manager know
- Never exchange personal information or agree to meet a child away from school
- Do not photograph or film any pupils without specific permission. A list of children who cannot be photographed can be obtained from the School Office.
- We respectfully ask that you do not use your mobile phone or other mobile device at all when working with children.

Health and Safety

Signing In

All visitors, volunteer parents and casual staff, must sign in at the School Office when arriving at the school. A visitor lanyard will be provided to you and you are expected to wear this at all times. Please ensure you return the visitor pass at the end of your visit.

Health and Safety

Whilst on site you are legally responsible for taking reasonable care of your own health and safety and the health and safety of others affected by your activities.

Fire Alarm and Evacuation Procedures

If you hear the emergency alarm, exit the school via the nearest Fire Exit (please take time to locate these within the school or ask where they are). The assembly point is the main playground. If you are covering a class please ensure you know how many children you are responsible for. Once the children are lined up, you will be expected to do a quick head count. It is imperative that you notify a senior member of staff if a child is unaccounted for.

If you discover a fire, please activate the alarm by breaking the glass of one of the red call points. These are situated throughout areas of the school. Please see office staff if you have any questions. Please advise us should you require any assistance in the event of fire.

Accidents and First Aid

A number of staff have been First Aid trained. In the event of an accident, please contact a member of staff. All accidents must be reported and will be recorded accordingly.

Smoking

Smoking is not permitted anywhere on the school site or within the view of the school.

Vehicles and Personal Effects

The school cannot accept responsibility for loss or damage to vehicles and personal effects. These are brought onto the school site at the owner's risk.