

# INDUCTION PACK

for Supply Workers, Contractors, Consultants and Volunteers  
at Woodcroft Primary School



This Induction Pack was issued to:

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- SECTION 2 – Safeguarding Notice**
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- SECTION 5 – Agreement**
- APPENDIX – Health and Safety Information Booklet**
- Keeping Children Safe In Education**

**Please read sections 1 to 4 and sign section 5. The agreement should be sign and returned to the office prior to starting work.**

**Thank you**

**Date: April 2018**

## **SECTION 1**

### **INTRODUCTION TO THE CODE OF CONDUCT**

The school is committed to providing an efficient and high quality service that promotes and safeguards the welfare of children. To achieve this, it is important that you know the standards of conduct and safeguarding requirements expected of all workers and volunteers.

It is the responsibility of managers and supervisors to make sure that all co-workers and sub-contractors follow the schools code of conduct, safeguarding notices, emergency procedures and health and safety rules.

All contractors and volunteers in the school must sign the agreement in section 5 prior to starting work.

Please contact the Headteacher if you have any queries.

#### **Common Courtesy**

It is essential that you:

- Are courteous at all times
- Keep appointments
- Work only within permitted hours
- Have proper identification and wear it
- Avoid excessive and unnecessary noise and do not use radios, tape/CD players
- Do not smoke inside the customer's premises
- Avoid over familiarity
- Do not drink alcohol
- Provide necessary protection and dust sheets
- Do not move furniture and effects without permission
- Do not use school washing or toilet facilities without permission
- Do not use school gas, electricity, telephone, tools and equipment with permission
- Do not leave windows and doors unsecured
- Park your vehicle in a responsible way
- Protect gardens, plants, flowers and trees
- Clean up at the end of each working day and ensure all services are safely restored
- Do not use a mobile phone or media storage device in pupil areas

#### **Access to School**

All visits to school must be by prior appointment and be within the hours agreed. The names of employees visiting must be given in the visitor's book. When visiting school you must notify the office of your arrival, read the induction materials and sign the agreement.

**Identification**

You must wear personal, up to date identity badges giving your name, the name of your firm and its telephone number, an issue and expiry date and a passport type photograph.

You must introduce yourself by name and company and say clearly why you have called.

All visitors to school must also wear the school visitor badge. This confirms that they are on approved business.

**Dress**

You must dress at all times in a modest, neat and tidy manner befitting your role. If a uniform is provided, you must wear it. Offensive clothing will not be permitted. Shirts must be worn at all times.

**Discrimination**

It is your duty to be aware of and work in accordance with Barnet Values and Equal Opportunities Policy. These are set out in the specification. The council will not tolerate acts of unlawful discrimination, derogatory, racist or sexual remarks, innuendoes or racial and sexual harassment towards customers, members of the public or council staff.

If proven the contractor or consultant may be removed from council work.

**SECTION 2****Woodcroft Primary School Safeguarding and Child Protection Notice**

In addition to the school Safeguarding Notice all adults working with children must have received a copy of 'Keeping Children Safe in Education'.

**SECTION 4**  
**EMERGENCY EVACUATION PROCEDURES**

## **EMERGENCY PROCEDURES:**

### **Woodcroft Primary: Fire Evacuation Procedures**

- When the fire alarm sounds the following procedure must be followed by all members of staff and children.
- Everybody will immediately stop whatever it is they are doing and stand.
- All children will remain standing still whilst the teachers and other adults issue clear and precise instructions as to what they should do.
- The nearest or safest exit will be used. Children will be required to walk in an orderly and quiet manner and line up at the exit, which will be opened by the teacher or adult.
- The children will leave in an orderly manner under the supervision of the adult. The adult must make sure that all the children have left the premises.
- All adults and children will **walk** to their assembly point and line up in their normal class lines. Children with mobility problems will walk or be carried into their designated area where they will assemble.
- All kitchen staff and clerical staff will leave by the nearest or safest exit and assemble in the main playground
- Designated staff will bring the registers from their centrally held place and the attendance of all children will be immediately checked by the class teachers.
- All Fire Wardens to carry out designated duties if safe to do so only when and only when they have escorted any children to the appropriate assembly point.
- At no time and until the **All Clear** is given by the Fire Marshall will any member of staff or any child enter the building unless carrying out a designated duty.
- All staff who have a walkie-talkie as part of their normal duties to switch to channel 1 in the event of a fire alarm. Always keep channel 1 clear for use in an emergency: **EMERGENCY CHANNEL 1**

#### **Assembly Points**

Responsibility: Each assembly point is the responsibility of the **Assembly Point Warden**. The warden is responsible for

- Assembly Point 1: **Main Playground** - For KS1 and KS2 and all visitors:
- Assembly Point 2: **Foundation Stage Playground** - For Foundation Stage and Year 1 Class along corridor A:

Assembly Point 2 Steward to collect completed registers, walk around the building via Nursery entrance / car park and report to Fire Marshal when evacuation complete.

Visitors: all visitors to follow nearest escapes routes and assemble on the main playground. AP2 Steward (Caroline Sharpe) is responsible for ensuring that all visitors leave the foundation stage playground via the Nursery exit/car park.

#### ***Other actions to be taken:***

- If the fire alarm sounds the caretaker will contact the emergency services and consult the alarm panel to find the source of the fire.

- Children need to be taught what to do if they find themselves without adult supervision when the alarm sounds. e.g. in the library or at the toilet. They must immediately leave the area they are in and walk from the nearest or safest exit and meet the rest of the school in the designated area.
- Members of staff must not attempt to fight any fire other than when it is of a very minor nature, any attempt to prevent injury to others must not put their own safety at risk. Their main concern should be to evacuate the building and take a head count.
- The building should be evacuated and all staff and children accounted for within about 2 minutes. However, it more important to be accurate with your information.
- Fire drills will take place at least once a term.
- The fire evacuation procedure must be displayed in every room throughout the school.

### **Duties and Responsibilities**

Staff will be allocated certain fire evacuation responsibilities.

- Marshal: responsible for coordinating the evacuation
- Wardens: responsible for a specified area e.g. an Assembly Point (AP) or Fire Zone
- Stewards: responsible for communication tasks

The Fire Evacuation Marshal is responsible for all pupils and adults on site, coordinates the evacuation and decide when to issue the all clear or take further actions. The Marshall also records the return of each Zone Card and verifies that all pupils and visitors are accounted for.

Fire Zone Wardens are to sweep their allocated area (if safe to do so); once an area is cleared the coloured 'Zone Card' should be taken to the Fire Warden Marshal.

Assembly Point Stewards are to distribute registers, open external gates, collect registers and communicate with the Fire Marshal at the direction of the Wardens that either the full evacuation to an AP has occurred or identify any missing children or adults.

- › ***If a warden is absent from school or in another part of the building then the responsibility falls directly to the listed Deputy Warden. It is the Deputy Warden's duty to assume responsibility as required.***
- › ***If no Deputy Warden is available then the Fire Marshal will assign any necessary duties***
- › ***If a warden is unable to complete his/her duties due to unforeseen circumstances then this should be reported to the Fire Marshal who will then take appropriate action to complete the evacuation.***

**\*When carrying out any duties never put your own or other peoples safety at risk\***

### **Lunchtime Procedures**

**Principles:**

1. Leave the building by the nearest exit leading to an assembly point
2. Make your way to the nearest assembly point (AP)
  - AP 1 Main Playground

- AP 2 Foundation Stage  
Playground

3. Do not re-enter the building.
4. Use your common sense to keep safe and away from fire
5. Meal Time Supervisors are responsible for the pupils at lunchtimes

On a typical day

6. All registers to remain on the main office desk until afternoon registration.  
Class teachers / person responsible for a class to send an individual monitor to collect registers.

### **Lunchtime Procedures:**

The following procedures give guidelines for fire evacuation during lunchtime from various settings. Please remember the principles at all a times:

1. Evacuate to the nearest assembly point or place of safety outside
2. Wardens and Stewards carry out designated duties where appropriate
3. Fire Marshall to evaluate risks and issue instructions
  - I. False Alarm – Re-enter Building
  - II. Low Risk – remain where assembled
  - III. High Risk – move to another indicated assembly point

Appropriate procedures for the following areas:

#### **Dining Hall**

1. Leave via the exit to the main KS2 playgrounds
2. Pupils line up in their assigned lining up space or their end of day dismissal area for KS1 & Reception Pupils

#### **KS1 Playground**

1. Pupils & staff stay on the playground
2. Pupils line in their assigned lining up spaces
3. Reception children passing through line up on the playground adjacent to the top of the ramp leading into the Foundation stage

#### **Foundation Stage Pupils**

1. Pupils line up in class groups against the fence

### **Lunchtime Warden Duties and Responsibilities**

- Assembly Wardens Point Wardens (AP1 & AP2) make their way to Assembly Points. Please remember the principles. This may involve a route around the back of school or via the car park.
- Assembly Point Stewards make their way to assembly points. AP2 Steward take route via main playground, unlocking gates to car parks, KS1 and Foundation Stage on route.
- All Stewards and Wardens to carry gate keys at all times.
- Registers: all registers to remain on the main office desk until end of lunchtime.
- AP2 Steward to collect registers from staff and return to main playground via KS1 Playground. Check for any unaccounted children. Return to Fire Marshal.

### **After School Procedures**

- Club leaders retain registers during session

- Club Leaders escort pupils to the nearest assembly point and register pupils.
- Club leaders report to Fire Marshall when all pupils accounted for or report any missing pupils
- Children and adults that have assembled on the Foundation Stage Playground then make their way to the main playground via back entrance
- Staff not responsible for pupils report to the Fire Marshal for instructions.
- Fire Marshall directs staff non allocated staff to sweep zones, if safe to do so,
- Visitors book is checked and visitors accounted for

SECTION 5

LOCKDOWN PROCEDURES

*Redacted for safety reasons*

[Redacted content]



**SECTION 5**  
**INDUCTION AGREEMENT**

I have read and understood the Workers Induction Pack and Health and Safety Booklet.

I agree to adhere to the school's code of conduct, safeguarding notices and health and safety procedures as part of my contract to work/volunteer at Woodcroft Primary School.

NAME/S (printed) .....

SIGNED .....

DATE .....

COMPANY .....

POSITION IN COMPANY .....

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**CHECKS AND VERIFICATIONS (To be completed by the school)**

Identification Check (evidence):

DBS Certificate Checked (certificate number and date):

Professional Qualifications Verified (evidence):

Risk Assessment (copy provided / scope of work):

Signed (School): ..... Date: .....