

1. DBS CLEARANCE

I have Enhanced DBS Clearance.

DISCLOSURE NUMBER:

DISCLOSURE DATE:

LOCAL AUTHORITY BLUE BADGE HOLDER

2. SAFEGUARDING INDUCTION

I have met with the most senior member of staff, usually the Headteacher, Yvonne Craig, to discuss induction and safeguarding matters.

DATE OF SAFEGUARDING INDUCTION:

3. IMAGES AND PERSONAL EQUIPMENT

- I agree and understand that my mobile phones will remain in bag/locker during school day and should be on silent - I can ask permission from the Headteacher to have the phone ringing mechanism activated during lesson time if I need to be contacted due to an ESSENTIAL phone call
- I agree and understand that I will NOT take any images of children on personal mobile phone or personal cameras.
- I agree and understand that NO images of children are to be saved/copied/uploaded onto personal equipment or the internet - PCs, pen drives, laptops.
- I have read and understood and I have signed and will retain for reference a copy of the Ewanrigg Junior School Safeguarding Risk Assessment and Safeguarding Agreement.
- I agree and understand that No images of children should be taken out of school.
- I agree and understand that parental permission should be sought and register checked BEFORE any images of children are uploaded onto the internet or to any other display that is shown outside of school.

4. CONCERNS AND ALLEGATIONS

I understand that any adult with safeguarding concerns about another adult in school should report their concerns IMMEDIATELY to the most senior member of staff in school, usually the Headteacher, Yvonne Craig.

I understand that any allegations against staff will be taken seriously and investigated promptly by the most senior member of staff in school, usually the Headteacher, Yvonne Craig.

I understand that statements will be taken from child, parent/adult bringing concern, adult being investigated and any witnesses.

I understand that statements will be written down and will be factual - **no opinions will be passed** - Headteacher, Yvonne Craig, will use Ewanrigg Junior School Confidential Sheet to gather information. These are housed in the blue slotter opposite the main photocopier.

I understand that any investigations should be reported to Chair of Governors and Safeguarding Governor.

I understand that any investigations will be reported to the LADO, through TRIAGE who can be contacted on 0333 240 1727

I understand that any staff being investigated should be, wherever possible, kept fully aware of the investigation stages.

5. CHANGING A CHILD

I agree and understand that should a child need changed because of soiling or need there must always be TWO members of staff present and changing should take place in the DISABLED TOILET. The changing locker is situated in the girl's changing room. A note should be made of any necessary changing. Where possible, the TWO members of staff should encourage and support the child to change him/herself - physical contact should be of an absolute MINIMUM to protect the safety of the child and the staff member, particularly in relation to the privacy of the child. Unless a child is allergic to latex gloves, staff should wear such gloves for the duration of the changing in order to enhance privacy.

I agree and understand that where PE or Swimming changing is concerned again TWO members of staff MUST be present and changing should take place in the changing room.

Staff should NEVER enter Changing Rooms alone.

6. STAFF ABSENCE

Should you be need to be absent from school, you need to alert the Head Teacher as soon as possible and DEFINITELY before 7.30 in the morning so that alternative arrangements can be made.

For teaching and support staff, you can self certify seven days of sickness. The seven days include weekends. After that, you will need a doctor's certificate to explain your absence.

On return, you can request a phased back to work package and the Head Teacher will try to accommodate your needs.

Should school be closed for any reason, you will receive a text from the Teachers2Parents texting service, before 8.00 in the morning of the first day of closure. It is expected that you work at home during usual school hours on such closure days. The Head Teacher may ask for proof of such work or may set specific tasks.

7. OTHER MATTERS I NEED TO KNOW

If a fire should break out, I should be last out of my room checking that the room is empty. Any doors wedged open should have wedges removed and doors closed in order to contain any fires behind the fire doors.

If I am a designated DSE user, as determined by the DSE User Audit 2012, I can approach the Headteacher to discuss free eye tests and corrective equipment to be provided by the school.

DECLARATION

I understand that failure to comply with these guidelines may result in disciplinary action.

Print member of staff name:

Member of staff signature:

Print name of senior member of staff delivering training:

Senior member of staff delivering training signature:

Date: