

Our school values are Happiness, Respect, Honesty and Achievement and our aspiration is that these are upheld by all members of our school community. We hope that you see these in action while here at Kinellar School.

We follow Curriculum for Excellence, the aim of which is to develop all children to become Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens.

Please help yourself to tea, coffee, biscuits etc in the staffroom. The mugs are in the cupboard above the dishwasher and these are available for anyone to use. There is no charge to visitors for this. The visitor toilets are situated next to the main entrance. You must wear a visitors badge on a lanyard at all times.

Confidentiality

It is essential that anything you see or hear during your school visit is treated with the utmost confidence. Anything that happens within the school should not be talked about in the wider community.

Personal devices should never be used to take photographs or record information in school. There are plenty iPads around the school if you are required to photograph pupils or their work. Work completed by pupils should never be taken home by visitors to the school. If a pupil gives you a drawing or card this is acceptable but school work should be treated as confidential.

Child Protection

What to do if a child discloses a child protection matter to you or you notice possible signs of abuse:

- Record (on paper) what you have seen/heard in the child's own words, with dates and time and any action taken. Sign and print your name.
- Signs of physical injury should be described or sketched (not photographed)
- Pass notes immediately to the Child Protection Coordinator – Pamela Farquhar. In her absence, please hand to a DHT or any other member of staff (please do not put this information in a Pigeonhole or on a desk)
- DO NOT INVESTIGATE - this is the role and responsibility of social work and police.

Things you MUST do:

- Be a good example to our pupils
- Treat all pupils with respect
- Respect a pupil's right to personal privacy, whilst not promising confidentiality
- Always take what is said by the pupil at face value - do not doubt what they are saying
- Be aware of the potential problems of being alone with a pupil
- Recognise that special caution is required if you are discussing sensitive issues with pupils
- Follow the guidance outlined in this booklet

Things you MUST NOT do:

- Exaggerate or trivialise abuse issues
- Have inappropriate physical contact with pupils
- Encourage inappropriate attention-seeking behaviour
- Think it could never happen to you
- Take a chance when you are concerned about a child
- Remove any school data or personal information from the premises

If upon reflection, you are concerned about something you have seen or heard in school that you did not report at the time, please do not hesitate in coming back to speak to someone. We will always be supportive and appreciative of your honesty. If it is an urgent child protection matter please contact the Kemnay duty social worker on 01467 532888.

Likewise, if you are concerned about the conduct of a member of staff in the school, including SMT, please do not hesitate in coming forward or reporting this.

Child Protection is the responsibility of all members of our school community, and no one is immune to scrutiny or investigation.

Equality and Diversity

Please remember our school is part of a diverse community. Any form of discrimination will not be tolerated.

First Aid/medication

Minor injuries and illnesses are very common in school and in most occasions, these are dealt with by the class teacher or PSA in the playground. We have several first aid trained members of staff who are able to assist or advise with more complex injuries. It is not the responsibility of visitors to the school to deal with any first aid matters. These must be passed on to a member of staff.

Medication should never be administered to pupils by a visitor to the school. If a pupil asks you to give them medication please tell a member of staff who will be familiar with the procedure.

We have several pupils throughout the school with more serious health conditions and requirement for emergency medication. The class teacher who you are working with will advise you on these as appropriate.

Health and Safety

We are a nut free school due to pupils with allergies. If you are bringing in a snack for yourself please ensure this does not contain nuts.

On the sounding of the fire alarm you must vacate the building immediately, leaving all belongings behind. You should assist the class teacher you are working with in helping the class to evacuate safely.

When entering the building please make sure no one enters with you that shouldn't. If you see anyone suspicious loitering in the playground, trying doors or in the main entrance please alert a member of staff ASAP.

Smoking and vaping is prohibited in all sites owned by Aberdeenshire Council.

Please use ladders and steps when taking things off a high shelf or pinning up work. You should not be standing on chairs or tables for health and safety reasons.

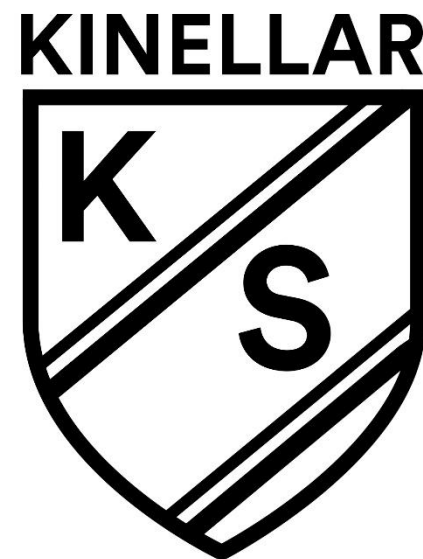
In case of a serious accident/injury send for another adult immediately and alert a member of SMT. Make sure the child is safe and warm while waiting for support.

Finally, thank you for supporting the teaching and learning in Kinellar School!

Honesty – Happiness – Respect - Achievement

Kinellar School

Visitor Information



A warm welcome to Kinellar School. Thank you for taking the time to volunteer in our school and contribute to the lives of our young people. Please familiarise yourself with the information in this booklet.