

Behaviour

At Whitehall Park School we have adopted the positive behaviour system - 'Stay on Green'. In school we work towards standards of behaviour that are based on the basic principles of honesty, respect, consideration, and responsibility. When children are following school rules and behaving in an appropriate way, we say that they are showing 'green behaviour'. Our expectation is that everyone in the school community will aim to show these behaviour at all times.

At Whitehall Park School we respect each other and co-operate together.

We practise active listening

So we can learn from one another

We help and encourage each other

So we can make our school a safe and happy place

Everyone participates and co-operates

To help everyone to do their very best.

We complete tasks and always try our best

So we can be proud of ourselves, our learning and the progress we make

We solve our problems and settle our arguments by talking about them

So we do not hurt each other

We are honest, tell the truth and are kind to each other

So we can trust and respect each other

We look after our school and our belongings

So we have a pleasant place to learn

We treat each other as we would like to be treated

If you are concerned about a child's behaviour, please speak to a member of the leadership team (Laura Birkett, Nicola Wright, Jo Fynaut) or Debra Cox.

Introduction to Whitehall Park School for External Providers



Welcome to Whitehall Park School.

We are committed to providing our children with a range of educational and fun experiences. Thank you for choosing to be part of that.

While you are working with our children we ask that you observe the same policies and procedures as our school staff. This leaflet gives a brief introduction to the expectations and procedures of our school. Further information can be obtained by enquiring at the School Office and full copies of School policies are published on our website.

Before Your First Interaction With The Children

- The office will ask you for 2 proof of ID and 2 proof of address and will send you a DBS link to complete. Once your DBS comes back clear, you will be able to start your club.
- Take part in a Safeguarding training / introduction to our School from a member of staff.
- Sign the declaration to say that you have read and understood the key safeguarding documents (Keeping Children Safe in Education, Prevent Document and our school Safeguarding policy).

Who Do I Report To?

If you have any concerns about a child, please urgently speak to the following staff members:



Laura Birkett
Designated Safeguarding Lead



Nicola Wright
Deputy Designated Safeguarding Lead



Joanne Fynaut
Deputy Designated Safeguarding Lead

Safety Procedures

- Please sign the visitors book during each visit to the school and ensure you are wearing our visitor's badge. This may be either an ID badge from your employer, or a school visitors' badge.
- School staff will always be responsible for dismissing children and any necessary interaction with parents. There will always be someone on site who can do this—send a child to the Office if you require assistance.
- Do not let anyone in or out of the school site—School staff will remain responsible for this.
- Ensure that any doors or gates you open or unlock are closed and locked behind you.
- If any Health and Safety issues occur during your time on site, please report these to a member of the Office team.

Fire Drill

- If the fire alarm sounds, children should line up in silence.
- An adult should lead the group to our fire assembly point on the MUGA (multi use game area).
- Do not stop to collect belongings.
- Take the quickest route and avoid re-entering the building if possible.
- A member of school staff will meet you at the fire assembly point with a register. Take your register and lift it in the air, once each child has been accounted for.
- A member of the Senior Leadership Team will let you know when you can go



First Aid

- There will be a trained First Aider (Debra Cox) on site at all times.
- If a child requires first aid, send them to the office accompanied by another child.
- If it is a head injury, the child will be issued with a red form to take home and the First Aider will call parents to inform them.
- We would rather you did not administer first aid yourselves as all incidents need to be recorded and the records kept on site.



Allergies

- Information on children with allergies is kept in the school office and in the school hall where children eat their lunch.

Emergencies

In case of an emergency, send two children to the school office to summon a member of school staff for assistance.

Professional Conduct

All adults are required to work in a professional way with children:

- Do not use mobile phones during your time with the children.
 - Avoid use of informal language or slang.
 - Avoid becoming over familiar with children.
 - Clothing must be professional attire, not casual wear and be practical for the active nature of working with children.
- The following expectations have been put in place to clarify what is acceptable:

Safeguarding

- Safeguarding is everyone's responsibility. For further information, refer to our Safeguarding Information Leaflet and our Safeguarding Policy. Safeguarding includes Prevent.
- If a child gives you information of a sensitive nature, please inform a member of school staff immediately. Any information which leads you to believe that a child is at risk should also be reported immediately.
- The designated members of staff keep child protection information securely, offer advice and support to colleagues, pass on concerns to the relevant authorities and liaise with social workers. The designated members of staff at Whitehall Park School are Laura Birkett, Head Teacher and Nicola Wright, Assistant Head Teacher.

Confidentiality

It is very important that all adults working with the children follow our policy of confidentiality. It is important that you do not share information about individual children or the school with anyone other than school staff unless previously agreed. You may discuss individual children with a member of school staff, but no one outside of school. If you would like to speak to a child's parent about something, please agree this with a member of school staff first.