

Welcome to our school

We welcome visitors to St Peter's C of E Primary School.

Our priority is to ensure our schools remain a safe place for children, staff and all other members of our school community.

Visitors to the school should sign in at reception where you will be given a visitor's badge which you should wear whilst in school. Please sign out when leaving and hand your visitor's badge to the office.

We ensure that all adults who work or volunteer in our schools are subject to the appropriate security and appointment checks including Disclosure and Barring System (DBS) checks.

If you have any concerns, we will always listen to them and seek to address them in line with our complaints policy.

School Day

8.40am to 3.15pm

Early morning session	8.40 am - 9.00 am
KS1 morning	9.00 am - 12.00pm
KS2 morning	9.00 am - 12.10pm
KS1 lunch	12.00pm - 1.00 pm
KS2 lunch	12.10pm - 1.00pm
Worship	1.00 - 1.15pm
End of school	3.15 pm

Further information

You can find the full Child Protection, Online Safety and other policies on our school website at:

[Home | St Peter's Church of England Primary School \(stpetersfolkestone.com\)](#)

Who to contact in our school

If in doubt, talk to someone....

Safeguarding Team

Our Designated Safeguarding Leads are:

- Mrs Toni Browne, Headteacher
- Mrs Sarah Goodwin, Assistant Headteacher
- Ms Alice Tuckett, SENCO

REMEMBER, KEEPING OUR CHILDREN SAFE IS YOUR RESPONSIBILITY TOO!

Contact

St Peter's C of E Primary School
The Durlocks
Folkestone
Kent
CT19 6AL

Tel: 01303 255400

headteacher@st-peters-folkestone.kent.sch.uk

A complete list of staff and governors can be found on our website.

St Peter's C of E Primary School



A guide to keeping children safe when visiting our school

Updated September 2024

What is safeguarding?

Visitors coming on to school premises, including the playground, have a duty of care towards the welfare and safety of the children and adults in our schools. This is called safeguarding.

Safeguarding means that:

- Children are protected from maltreatment
- A child's health or development is protected
- Children grow up with safe and effective care
- Action is taken to ensure the best outcomes for all children

Safeguarding is the action we take to promote the welfare of children in our care to protect them from harm. **We take this responsibility very seriously.**

Child Protection

This is the process of protecting children who may suffer from, or are at risk of, significant harm. This includes physical abuse, sexual abuse, neglect and emotional harm.

Child protection promotes the rights and welfare of all our children. If a child tells you something keep calm, listen, do not question, never make a promise. If you have concerns, or if a child discloses something to you, inform a member of the Safeguarding Team (posters are displayed in key areas of our school).

Code of Conduct

Remember:

- To sign in and out and collect a visitor's badge
- Be a positive role model and promote the school's behaviour policy
- Dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing
- Treat all members of the school community with respect and tolerance
- Respect children's privacy and dignity
- Ensure you are visible by a member of staff if you are with children
- Always be able to justify any physical contact you have with a young person
- Always report any situations that arise that may cause concern
- Keep confidentiality

Never:

- Photograph a child without the school's permission
- Use your mobile phone in areas used by children. Under no circumstances is anyone permitted to take images or make recordings on a mobile phone
- Ignore inappropriate behaviours towards children whether by adults or other children
- Share personal details with a child
- Meet a child out of school
- Discuss the school, its pupils or staff on social media
- Make inappropriate comments about children or adults
- Give gifts to a child (unless it has been agreed) or show preferential treatment

Online Safety

Use of the internet, school network, or IT equipment is strictly under the supervision of a

member of staff. You will be asked to sign an Acceptable Usage document before you are given access to the network.

Fire and emergency

If you discover a fire, sound the alarm and ring 999 if safe to do so.

On hearing the alarm, exit by the nearest fire exit and make your way to the playground. If you are responsible for children make sure they leave the school immediately.

Health and Safety

If you have a concern please inform a member of staff in the school office who will pass it on to the person responsible

First Aid/Illness

Many of our staff members are trained first aiders. Should you have an accident or feel unwell during your visit, please report to the main office. If you are unable to make your way to the office, please inform a member of staff about your situation. If a child needs assistance please inform a member of staff.