

Data Protection & Safeguarding:

- Under no circumstances are visitors to enter the school through any door except Reception
- All visitors **must** sign in and out and wear a visitor badge
- When leaving or entering the building please ensure one of the main front doors have closed before moving away
- Parents and Carers must not go beyond Reception without authorisation from SMT and must be accompanied by a member of staff at all times
- Taxi drivers/escorts are not allowed in school. Please do not discuss school business or pupil information with taxi escorts
- Personal information regarding pupils must not be kept in classrooms
- Personal information **must** be shredded when no longer required
- Student files are stored in the main office and the confidential files are stored in the Headteacher's office. The door **must** be kept locked at all times
- If you need to send a fax containing personal information please check with the office first. The recipient must be phoned before sending the fax and again to confirm the information has been received
- Personal information regarding both pupils and staff **must** not be given out over the phone – if in doubt please ask
- Never store sensitive data on non-encrypted memory sticks
- If unattended all PC screens must be locked (control, alt, delete)
- Never write down your username and password
- Never use personal email for work purposes
- The school day **must not** be discussed on social media. **UNDER NO CIRCUMSTANCES** should any staff engage with pupils on social media, however innocently it may be intended
- Mobile phones should only be used at break times and lunch times. No images should be taken on personal devices

Daily information for supply staff:

- Staff should arrive at school hall by 8.40am at the latest
- The school day starts at 8.50am and ends at 3.30pm
- You will have one morning break of 15 minutes and a lunch break of 30 minutes. Exact times will be confirmed by class teachers
- Any incidents/accidents have to be reported immediately to a member of staff and the correct procedures followed. The school nurse also has to be informed of any accidents/incidents.
- Lunch can be taken in the Staff Room or Main Dining Hall. Lunch can be ordered via the Office before 9am
- Please contact reception for information on any planned Fire alarms

Longer term supply staff will be given further information/induction by a member of SMT

Accidents – It is important to report **any** illness, injury or accident to a senior member of staff/school nurse **immediately**



School statement

- We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.
- We endeavour to provide a safe and welcoming environment where children are expected and valued.
- We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. While working in our school we expect you to take care of our pupils and follow our procedures.

If you are concerned for a child's health, welfare or safety in any way you must speak to the Designated Safeguarding Person or a senior member of staff at the earliest possibility

If any of these are not available please inform the class teacher.

In the case of a concern regarding the Executive Headteacher please contact the Chair of Governors (number available from main office)

Safeguarding Information

- Abuse and neglect can happen to any child, boy or girl, of any race, culture, ethnicity or sexuality. Disabled children and children with ALN are particularly vulnerable.
- Many children are unable to disclose what is happening to them and rely on us to interpret their behaviour and spot signs of abuse.

A pupil may:

- have a bruise, burn or injury that seems suspicious
- Show signs of pain or discomfort
- Be unpredictable and challenging
- Seem anxious, fearful or distressed
- Provide an unlikely explanation for their injury or their behaviour
- Be unnaturally passive or withdrawn

What to do if you suspect abuse has happened or is likely to happen:

- Listen to any disclosure carefully.
- Stay calm / try not to show any shock / reassure the person.
- Record carefully what has happened or been said.
- Don't 'prompt' or seek more information than absolutely necessary.
- Don't make promises – tell the pupil you will have to pass the information on.
- Report your concern to you line manager as soon as possible.
- Complete a 'record of concern' referral form and pass on to AB or NH.

Our Ethos

Ysgol Cambrian is working towards being a Rights Respecting School and a Healthy School.

Rights Respecting School

We follow the UNCRC and ensure pupils learn about their rights and the rights of others.

Key articles include:

- Article 12: Every child has the right to be heard
- Article 28: Every child has the right to an education
- Article 29: Education must develop every child's personality, talents and abilities
- Article 42: Children have the right to know their rights

Healthy School

We promote physical, emotional and social wellbeing for pupils, families and staff

School contact:

Executive Head Teacher Aron Bradley

Head of School Nicola Clark

TEL: 01443 424050

Cambrian Park

Clydach Vale

Tonypandy CF40 2XX

admin@ysgolcambrian.rctcbc.cymru

www.ysgolcambrian.co.uk

X @ysgolcambrian

Visiting/Supply Staff to Ysgol Cambrian Important Information

**“Growing Confidence, Celebrating
Differences, Becoming Our Best”**

