



## **Moat Farm Junior School**

### **Visitor Information** **2024-2025**

**Moat Farm Junior School  
Brookfields Road  
Oldbury  
West Midlands  
B68 9QR**

Tel No: 0121 552 1215

E-Mail: [contact@moatfarm-jun.sandwell.sch.uk](mailto:contact@moatfarm-jun.sandwell.sch.uk)

Headteachers: Mrs E Shaw and Mrs A Scotney

Chair of Governors: Mrs Kylie Penn

### **Moat Farm Junior School Mission Statement**

**“Where we prepare for tomorrow by achieving today”**

#### **Key Staff**

Mrs E Shaw	Headteacher
Mrs A Scotney	Headteacher
Mrs J Moulder	SENCO / DSL
Mr M Grewal	School Business Manager
Mrs A Breen	Office Manager

**All school visitors are to sign in using the electronic signing in machine located in reception, a sticky badge must be printed and worn so that it is always visible.**

### School Session Times

Session	Time
<b>Doors open/Start Time:</b>	<b>8:30 am</b>
Registration	8:45am – 8:50am
Teaching session see year group timetables	
Break Times	10:00am – 11:00am
Teaching Session see year group timetables	
<b>Lunch Break</b>	<b>11:55am – 12:40pm</b> <b>12:45pm - 1:30pm</b>
Teaching session see year group timetables	
<b>Finish Time:</b>	<b>3:15pm</b>

From 8.30am support staff will be on the doors of the playground and teachers will undertake supervision of pupils in the classrooms, parents can leave children from this time.

### Health and safety Information

#### Fire Safety

- On hearing the fire alarm (a continuous alarm lasting longer than 15 seconds) stop all activities and calmly leave the school building. Do not stop to collect personal belongings.
- If you are in charge of a group of pupils, tell them to stop what they are doing, leave all belongings and walk calmly out of the building.
- Collect the classroom emergency kit bag.
- Fire exits are located opposite each classroom.
- Fire assembly points are located on the lower and upper school playgrounds.
- Do not attempt to tackle the fire yourself.

#### First Aid

- The school has many qualified first aiders. Please use the first aiders in each year group and if unavailable at any time throughout the day, please use the reception first aiders instead.
- All first aid equipment is located in the first aid room in reception.
- The school's emergency inhaler and EpiPen are located in the reception office.
- The defibrillator is located in reception.
- All first aid queries must be referred and reported to one of the first aid officers.
- The first aid room in reception is staffed at break and lunch times.
- All pupil injuries should be referred to a first aider.

#### Accidents and General Information

- The school's safety officer is Mr M Grewal (School Business Manager) located opposite the staff room.
- All accidents must be reported to the safety officer and recorded in the accident book.
- Smoking is not allowed anywhere on the school grounds; this includes electronic cigarettes.
- Always keep all walkways in classrooms and corridors free.
- Do not lift any heavy goods, use ladders or COSHH substances without appropriate training.

## **Child Protection Summary**

Full details on all child protection and safeguarding issues can be found in the following documents:

Moat Farm Junior School Child Protection Policy  
Keeping Children Safe in Education  
Working Together to Safeguard Children  
Please also see the Safeguarding Visitor Leaflet

## **Mobile Phones and Other Devices**

Staff should not have mobile phones or other personnel devices out during teaching or when they have directed time with pupils. Photographs of pupil's should never be taken on any personnel device such as a mobile phone, camera or tablet. Only school equipment should be used to record images of children. Visitors are asked that personal mobile phones are only used in the staff room or off the premises.

## **Moat Farm Junior School Staff and Visitor Code of Conduct**

### **1. Why do we need a Code of Conduct?**

Our duty to safeguard pupils is paramount and is just as important as our determination to make all our teaching and learning of the highest quality. We need to ensure that pupils and staff are safe. Safeguarding involves not only health and safety issues but establishing a culture that prevents any kind of abuse of pupils being perpetrated either in school or elsewhere.

In the same way that you need guidance on certain aspects of managing behaviour (such as powers to detain, search or confiscate) it is equally important to have clear guidelines as to what constitutes good practice in dealing with pupils, and what to avoid. In the event of any legal action, having had this discussion and agreeing such guidelines will protect not only all our pupils, but all the teaching and non-teaching staff (and all other adults and volunteers who work with young people). This applies to all adults who work in this school, not just teachers. We all work professionally and are dedicated to the well-being of all our pupils, however, there are risks of allegations and we want to encourage best practice.

### **2. Ensuring Professional Conduct**

The following is an illustrative list with some examples; however, it cannot be exhaustive, and it is intended to guide staff to good practice in the dealing with young people.

This school will adhere to the guidelines contained in the document Safeguarding Children and Safer Recruitment in Education. This will include effective advertisements and job details stating our school's commitment to safeguarding pupils, shortlisting reference requests from current or recent employers received before interview, not accepting CVs – only application forms, probing interview questions related to child protection commitment, and job offers being provisional subject to satisfactory DBS checks and the necessary proof of identity and original copies of qualifications.

All new staff, whatever their experience, will be provided with a full induction programme that covers policies and routines of the school with particular emphasis on child safeguarding and attendance.

All staff must familiarise themselves with the staff handbook and school, LA and national policies.

All staff must follow the school's Behaviour Policy and implement the rewards and sanctions system consistently and fairly, including the correct referral/escalation procedures.

All staff have a duty to look out for signs of physical, emotional or sexual abuse of pupils in the light of a child's behaviour. Staff must pass any concern on to the Designated Safeguarding Lead or a member of the SLT immediately.

In day-to-day dealings with pupils, all staff must be careful to avoid putting themselves at risk. The following are examples:

- Do not touch, put your arm around, push or grab pupils unless it is to protect them from hurting themselves or others (such as a fight or a tantrum.) It may be permissible to touch pupils in demonstrating a skill in PE for example. However, do not put yourself at risk of injury if a pupil has lost their temper and plans to run out of a room; do not stand in their way, let them go then inform a senior colleague.
- Never interview a pupil alone and always have the door open. If there is an issue with uniform or jewellery having to be removed, or a pupil is to be searched inform a senior colleague.
- Maintain a professional distance between you and pupils, while of course showing that you care. Use pupils' first names but never become over-familiar. Expect pupils to use your surname and a title that you prefer (e.g. Mr, Mrs, Ms or "Sir" or "Miss.") Do not allow them to become over-familiar with you. This advice applies both in school and outside of school. (Do not exchange personal mobile phone numbers with pupils.) Be particularly careful with e-mails or social networking. Do not allow pupils to know where you live or visit your home, do not give pupils lifts in your car unless permission has been given by the Headteachers.
- Avoid confrontation with pupils; always try to diffuse situations. Do not shout in a rude manner in order to humiliate a pupil, be firm and calm, and criticise the behaviour rather than the pupil. Always model the kind of behaviour you expect from young people.
- Where you feel physically intimidated or actually assaulted by a pupil, you should protect yourself and seek assistance from any support staff in your class or a nearby member of staff or call for help from a member of the SLT.

If you suspect any colleague of improper or unprofessional behaviour, you must report it to one of the Headteachers immediately. They will then investigate the matter. The school has a Whistleblowing Policy. Any serious proven allegations will be dealt with according to the school's disciplinary policies and could include dismissal as well as police prosecution for a very serious case.

If any allegations are made against you, stay calm and report the matter to the Headteachers immediately. Make notes of what happened in case the matter has to be investigated further.

### **Privacy Notice for Visitors and Contractors**

This notice is for all contractors and visitors who work at and visit Moat Farm Junior School. It explains the purposes for which we hold information about you.

All data is held and processed in line with Moat Farm Junior School Data Protection Policy, which can be viewed on request.

#### **What data does Moat Farm Junior School collect and why?**

We maintain an electronic signing in system, which includes employees (visiting site), visitors and contractors. The system will collect and keep your personal data such as your name, company name and a passport size photograph. This information is collected for health, safety and security purposes.

#### **CCTV System**

The Closed-Circuit Television (CCTV) system is installed at strategic locations to provide a safe and secure environment as part of our commitment to safety and security. We use the CCTV system fairly, within

regulatory guidelines and law, with the personal privacy of individuals using the building and the objective of recording incidents for safety and security in mind. The CCTV policy for Moat Farm Junior School can be viewed on request.

Moat Farm Junior School has CCTV in operation, which is in line with Moat Farm Junior School's CCTV Policy.

#### Accidents and Incidents Reporting

In the event of an accident or incident, Moat Farm Junior School will request the visitor/contractor to complete an Incident Report Form. This will include personal data from the injured party or person suffering from ill health, such as name, address, date of birth, next of kin and details of the incident to include any relevant medical history. The data is collected as Moat Farm Junior School has a legal duty to document workplace incidents/accidents and to report certain types of accidents, injuries and dangerous occurrences arising out of its work activity to the relevant enforcing authority.

Incidents and accidents will be investigated to establish what lessons can be learned to prevent such incidents/accidents re-occurring including introduction of additional safeguards, procedures, information instructions and training, or any combination of these. Monitoring is undertaken but on an anonymised basis. The information is also retained in the event of any claims for damages.

Legal Basis for processing is set out as follows:

- Visitor signing in/out system
- Legitimate Interests
- To ensure that there is a safe environment for every person visiting Moat Farm Junior School's premises.
- CCTV
- Accidents and Incidents reporting
- Disclosures

Moat Farm Junior School would only disclose information from the visitor signing in/out system or CCTV, which is required to detect or prevent crime. This is usually on receipt of a police issued personal data request form, required under Police Investigations Section 29(3) of DPA 1998. There are instances such as prevention of threat to life or serious injuries, where personal information may be provided without a signed police DPA form.

#### Your rights as a Data Subject

Under the Regulation, Data Subjects have 8 rights, as listed below. Moat Farm Junior School will ensure procedures are in place to be able to respond in a timely manner to any request from a Data Subject to exercise one of their rights. The 8 rights are:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability

- Right to object
- Rights in relation to automated decision making and profiling

#### Subject Access Requests

If you wish to see copies of the information held on you by Moat Farm Junior School, you may submit a Subject Access Request. Such requests must be made in writing and marked for the attention of the Data Protection Officer who is provided by Revolution (YourIG) [information.governance@dudley.gov.uk](mailto:information.governance@dudley.gov.uk) and 01384 815608.

Moat Farm Junior School is registered as a Data Controller with the Information Commissioner. YourIG act as our Data Protection Officer. You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see <https://ico.org.uk>