St Peter's
BUDLEIGH SALTERTON CHURCH OF ENGLAND PRIMARY SCHOOL

Welcome!

Information for visitors

This leaflet contains important information & advice about our commitment to keeping everyone safe. Please ensure you read it before you start working with children in the school.

Contractors must sign and adhere to further conditions, and only begin work with the permission of the Site Supervisor.

Key staff for visitors:

Headteacher and Designated Safeguarding Lead– *Mr Steve Hitchcock*

Office staff – *Mrs Vicki Stone, Mrs Siobhan Trapnell and Mrs Nadine Ebsworth*

Site Supervisor and Health & Safety Leader – *Mr Oli Force*

Main First Aiders – *Mrs Alison Wilkinson and Mrs Jackie Atkins*

Growing together in mind, body and spirit

Moor Lane, Budleigh Salterton,
Devon, EX9 6QF
T: 01395 443167
E: admin@stpeters-budleigh.devon.sch.uk
W: st-peters-school.org.uk

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It is vital that adults provide a safe & secure site. Please read the following information before you sign in.

All **visitors** must:

- Report to the school office.
- Wear a visitors badge at all times.
- Leave their mobile phones in the school office. Calls can only be made from the school office.
- Read this document and sign in to agree show you agree with and understand the contents of this booklet.
- Sign out – this is very important in case of a fire alarm.

Visitors without DBS checks must be accompanied by school staff at all times.

St Peter's is a secure site. Visitors can only exit via the main entrance.

Safeguarding - What to do if you are worried about a child.

If you are working with a child and are concerned about comments the child makes, marks or bruising, changes in behaviour or demeanour, then this could be a vital sign that a child may be being neglected, experiencing physical, emotional or sexual harm or is being exposed to extreme views or has been radicalised. It is your duty to report these concerns to the Designated Safeguarding Leads without delay.

Key personnel	
The **Designated Safeguarding Lead (DSL)** is:	Mr Steve Hitchcock
Email: head@sps1.org.uk	Tel: 01395 443167
The deputy DSL is:	Mrs Vicky Lewis
Email: vlewis@stpeters-budleigh.devon.sch.uk	Tel: 01395 443167
The deputy DSL is:	Mrs Amanda Fuller
Email: afuller@stpeters-budleigh.devon.sch.uk	Tel: 01395 443167
The deputy DSL is:	Mrs Lisa Broad
Email: lbroad@stpeters-budleigh.devon.sch.uk	Tel: 01395 443167
The deputy DSL is:	Mrs Bev Cawthera
Email: bcawthera@stpeters-budleigh.devon.sch.uk	Tel: 01395 443167
The nominated safeguarding/child protection governor is:	Maria Malinowska
Email: maria@spschool.org.uk	Tel: 01395 443167

Concerns about the Headteacher must be escalated to the Chair of Governors.

Safety

All adults in school must adopt **safe working practices**. Do not put yourself in a vulnerable situation with a child that could lead to misinterpretation.
Adults must react to any health & safety concerns in a way to reduce risk and report any concerns to the office immediately.

Fire alarm

- **Muster Point – School field**
- Evacuation Routes – Displayed in each room.

If the fire alarm should sound, please leave the building by the nearest safe exit and proceed to the assembly point on the field. Please do not re-enter the building until you are told it is safe to do so.

First Aid

The first aid point, first aider list, first aid kit & accident book is located in the school foyer. There is a phone or a red spot in each classroom to use in the event of an emergency. Dial 100 for reception, 9999 for emergency services, or send someone with the red spot to the school office.

Mobile phones and photographs

Visitors are **not** permitted to use their phones in the school or take photographs. If you need to check your phone, take or make a call, you must do this in the school office. Anyone found using their phone will be asked to show any pictures taken on the phone, or be reported to the police.

Information

Key documents including: Keeping Children Safe in Education, Whistleblowing, Behaviour, SEND , Anti-Bullying Policy, Positive Handing Policy are located on our school website, or from the school office.

No Smoking

We are a non smoking site

School day and timetable

8:55 Bell
9:00 Daily maths practice.
9:30 Literacy/numeracy or phonics.
10:30 Breaktime
10:45 Literacy/numeracy or phonics.
12:00/12:10 Lunchtime
13:10 Afternoon lessons - The Unique St Peter's Curriculum
3:00 Worship
3:30 Hometime

Senior Leadership Team

- Mr Steve Hitchcock - Headteacher
- Mrs Vicky Lewis - Deputy Headteacher and Key Stage 1 Leader
- Mr Phill Sidaway-Lee - Assistant Headteacher and Key Stage 2 Leader
- Mrs Lisa Broad - Nursery Stage Team Leader
- Mrs Hannah Jenkins - Reception Stage Team Leader
- Mrs Vicki Stone - School Business Manager
- Mrs Amanda Fuller - SENDCo

Teaching Staff

- Mrs Lisa Broad - Apple - Nursery
- Mrs Louise Rogers - Apple - Nursery
- Mrs Alison Wilkinson - Apple - Nursery
- Mrs Hannah Jenkins - Willow - Reception/Year 1
- Mrs Amanda Fuller - Willow- Reception/Year 1
- Mr Robin Murray - Cherry- Reception
- Miss Carrie-Anne Hume - Chestnut - Year 1/2
- Ms Elizabeth Stubbs - Rowan - Year 2
- Miss Molly Pritchard - Sycamore - Year 3
- Mrs Kelly Downing - Cedar - Year 3/4
- Mr Phillip Lee - Beech - Year 4/5
- Mrs Caroline Richards - Beech - year 4/5
- Mrs Jemima Moore - Ash - year 5
- Mrs Tori Dye - Ash - Year 5
- Mrs Rose Barahona - Oak - Year 6

SENCO

- Mrs Amanda Fuller

Specialist teachers

- Mrs Suzanne Wills - Literacy
- Mrs Pam Harrison - Numeracy
- Mr Paul Moger-Taylor - Music
- Mrs Catherine Kilburn-Thomson - PE
- Mrs Beverley Cawthera - SEN and Thrive (emotional wellbeing) teacher

School governors

Chair of Governors: Mrs Jeannett Martin jmartin@spschool.org.uk

Clerk to Governors: Mrs Alice Sowman clerk@stpeters-budleigh.devon.sch.uk