



Argyle
Primary
School

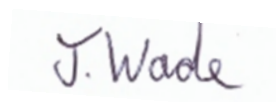
Visitor Security, Supervision & Safeguarding Guidelines

WELCOME TO ARGYLE SCHOOL

The security and safety of our pupils and staff, as well as visitors to the school, is our primary concern. Please ensure that you understand and adhere to these expectations.

Please do not hesitate to ask staff if you require any further guidance.

Thank you for helping to keep our children and building safe at all times.



Jemima Wade
Headteacher



GENERAL INFORMATION FOR ALL VISITORS

THE SCHOOL LEADERSHIP TEAM:

Jemima Wade: Headteacher

Bernie Mukasa: Deputy Head/ SENCO

Reena Merali: Deputy Head and EYFS Leader

*The Designated Child Protection Officer is the Headteacher, Jemima Wade.
Her deputies are both deputy Designated C.P leads.*

USEFUL PHONE NUMBERS WITHIN THE SCHOOL:

Front Office	Ferdousi/Sumaya	Ext 104
Front Office	Maurrissa	Ext 105
Back Office	Kareen	Ext 106
Site Services / Security/ Health & Safety		
Mary		07930 025 944
Robbie		07930 025 940

Visitors' toilets are available on all floors as follows:

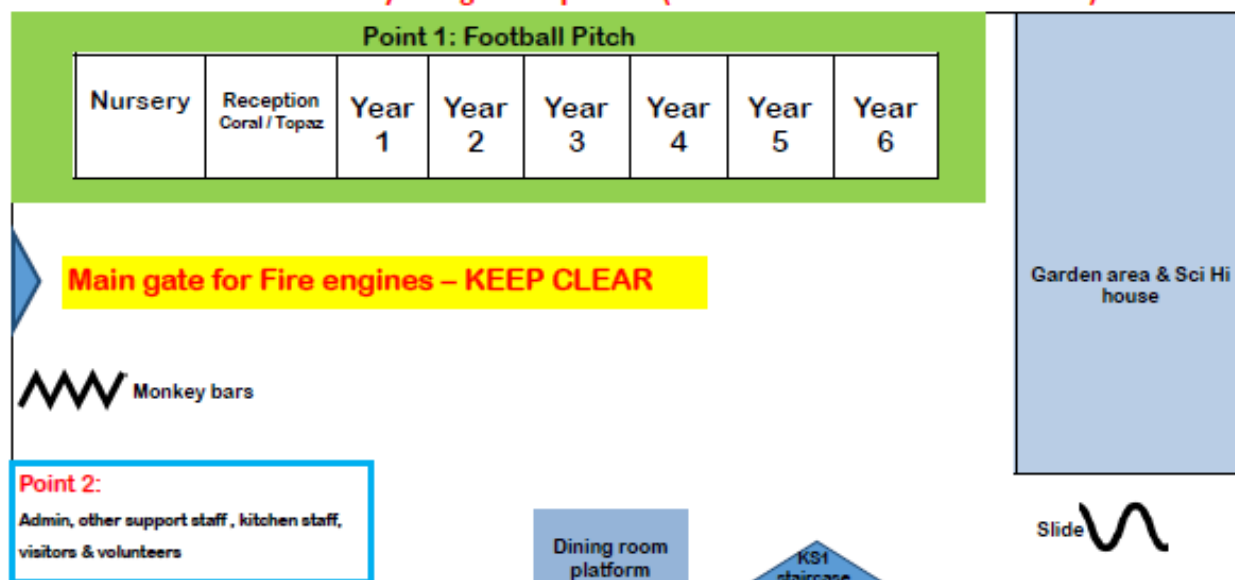
Ground	Behind the reception entrance (code needed)
Middle Hall	Next to the staff room
Top Hall	Next to Year 6 classrooms (code needed)
Learning Support Unit (LSU)	Located through the kitchen area in LSU

Emergency evacuation procedures if you discover a fire:

Updated November 2022

<p>Location of School: TONBRIDGE ST (OPP. ST PANCRAS STATION BEHIND TOWN HALL) LONDON WC1H 9EG</p>	<ul style="list-style-type: none"> Operate the nearest fire alarm immediately Ensure that someone is calling the fire brigade on 999 Inform the office of location of fire - on extension 101,104,105,106 or 107 Assist with safe evacuation of the building 																
<p>All teaching staff and support staff working in classrooms:</p> <p>Fire Marshalls:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Area of responsibility</th> </tr> </thead> <tbody> <tr> <td>Maurrissa Campbell</td> <td>Ground floor (EYFS) & Toilets</td> </tr> <tr> <td>Kareem Baker</td> <td>Ground floor (Medical, Kitchen)</td> </tr> <tr> <td>Ferdousi Hussain</td> <td>Ground floor (Dining hall) & Toilets</td> </tr> <tr> <td>Susi Singaperumal</td> <td>First floor (Hall) & Toilets</td> </tr> <tr> <td>Rahela Ahmed</td> <td>Second floor (Hall) & Toilets</td> </tr> <tr> <td>Guled Ahmed</td> <td>Third floor (LSU / Art / Music) Toilets</td> </tr> <tr> <td>Robbie / Mary</td> <td>Whole Site</td> </tr> </tbody> </table>	Name	Area of responsibility	Maurrissa Campbell	Ground floor (EYFS) & Toilets	Kareem Baker	Ground floor (Medical, Kitchen)	Ferdousi Hussain	Ground floor (Dining hall) & Toilets	Susi Singaperumal	First floor (Hall) & Toilets	Rahela Ahmed	Second floor (Hall) & Toilets	Guled Ahmed	Third floor (LSU / Art / Music) Toilets	Robbie / Mary	Whole Site	<ul style="list-style-type: none"> All year groups leave the building (do <i>not</i> stop to collect belongings) using the use nearest staircase Teachers are responsible for visitors/volunteers working in their classrooms Visitors/volunteers working out of class should exit with any children they are working with Close doors (and windows if possible) as you leave Report to your fire marshal at the assembly point in the designated areas of the large playground (see plan below) When children are in line check against the register. Hold up the register as soon as all children are accounted for. If a child is missing the teacher should check against the 'Late Sheet and Children's Absence Diary' held by a member of the admin team to see if child is on this list or in the early collection book Part-time and specialist teachers should exit by the nearest staircase, take any children to their class on the football pitch and report to the member of the admin team holding the staff sign-in sheet
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Robbie / Mary	Whole Site																
<p>All general staff including visitors not in classrooms:</p>	<ul style="list-style-type: none"> Leave building by the nearest exit Close doors (and windows if possible) as you leave Report to your fire marshal at the assembly point in the designated areas of large playground (see plan below) 																

No one should re-enter the building until the all clear has been given by the Health & Safety designated person (Headteacher or member of SLT)



EXIT ROUTES:

ALL YEAR GROUPS SHOULD USE THE NEAREST STAIRCASE USING BOTH SIDES OF THE STAIRS. ASSEMBLE AT YOUR DESIGNATED POINTS AND QUICKLY ESTABLISH THAT ALL CHILDREN ARE PRESENT.

Issued November 2022

Security, supervision and safeguarding guidelines

- Please sign in and collect your badge, to be worn at all times. You must sign in and out every time you enter or leave the building. Please return the badge to the front office whenever you leave the building.
- You will not be able to start work if the school is not in receipt of evidence of current DBS clearance. The school requires sight of the original certificate or details sent through by your employment agency. You should also provide photo ID if requested by the front office staff.
- You may only use staff toilets. You must not enter or use any toilets designated for the children's use.
- Please turn off your mobile phone while on school premises.
- You must not take photographs in any area of the school using a mobile phone or any other device.
- Please help us keep the premises secure by ensuring the main gate is closed securely behind you.
- The school is a smoking free zone.
- If you discover a fire, please press the nearest fire alarm button then report to the front office on the ground floor.
- If you hear the fire alarm, please leave the building by the nearest fire exit and assemble in the playground. If you are teaching a class, please make sure you know the route to take to lead your class out.
- A signal over the tannoy system (a single repeating note) indicates an emergency other than a fire (intruder or other security situation). Please make sure you are familiar with the school's invacuation procedure in case of this kind of event arising.
- Please note a defibrillator is located in the main school building (medical room)

Acceptable Use of ICT for Staff

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Debra Easter - school e-Safety coordinator.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal email address, to pupils.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on INTEGRIS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/carers, member of staff or Headteacher.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.

Working at Argyle School

Arrival and departure times.

Years 1 to 6 are to be in line at 8.45am and will finish school at 3.15pm.

Nursery and reception have a 'soft start' This means that children may arrive between 8.45am and 9.00am and be collected at 3.10pm.

Playtimes

Class	Playtime	Location
Yr 1 and 2	10:35-10:55	KS1 Playground
Yr 3 and 4	10:40-11:00	KS2 Playground
Yr 5 and 6	11:05-11:25	KS2 Playground

Lunchtimes

Class	Lunch	Location	Play	Location
Nursery	11:30 – 12	Nursery classroom	12-12:30	Nursery Playground
Rec - Jet	11:30 - 12	Dining Hall	12-12:30	Reception Playground
Rec - Topaz	11:30 - 12	Dining Hall	12-12:30	Reception Playground
Yr 1 and 2	12-12:30	Dining Hall	12:30-1	KS1 Playground
Yr 3	12:30 - 12:45	Dining Hall	12:45 – 1:30	KS2 Playground
Yr 4	12:45 – 1:00	Dining Hall	12:30-12:45 1:00 - 1:30	KS2 Playground
Yr 5	1:00- 1:15	Dining Hall	12:30 – 1 1-15 - 1:30	KS2 Playground
Yr 6	1:15-1:30	Dining Hall	12:30-1:15	KS2 Playground

Zones

Zone A – Sci hi house area and slide

Zone B – Front area including table tennis

Zone C – Football pitch and champ area

Zone D – Area next to the KS1 playground

Early years children are brought to classrooms by their parents.

Daily registers (morning and afternoon) are usually completed online. However, paper registers are available from the front office. These should be completed before being sent down to the front office by 9.30am/1.10pm (KS1) or 1.40pm (KS2) each day.

Please ensure that you see who is collecting the children at home time. Children are only allowed to go home with adults who have parental responsibility or

have confirmed permission. No EYFS or KS1 child should be collected by anyone under the age of 16 (except with the prior permission of the Headteacher in the event of exceptional circumstances).

KS2 children may go home with siblings over the age of 14 by prior arrangement with the Headteacher.

Children in Year 6 may be allowed to go home alone, including going home for lunch. This is at the discretion of the Headteacher and prior permission must be sought by the parent/carer.

Children are not allowed to leave the school premises alone during school hours (except for Year 6 children going home to lunch). Children collected by parents/carers during the day for e.g. a medical appointment have to be signed out at the front office before leaving. If they return to school, they are signed back in.

Any children who are not collected on time should be brought to the dining room where their names can be recorded in the late book. Please note that some children go to Coram's Fields play centre to be collected. Please check with front office staff.

Information from parents concerning medical appointments should be given to a member of the front office staff. Please direct parents to contact the front office.

Inviting Visitors to the School

Access to the school is currently limited to essential visits only. You must obtain the prior permission of the Headteacher before inviting any visitors into the school. Once permission has been granted, you must inform the Office Manager of the details of the visitor and time/date of visit in order for this to be included in the school calendar. **This procedure is imperative and failure to comply is a conduct issue.** The same requirements regarding photographic ID and DBS clearance will apply to any of your visitors and you must ask them to bring proof of identity with them on their first visit, along with their DBS certificate. Failure to provide the necessary ID may result in their being refused entry.

Visitors coming to the school on a single visit must provide photographic proof of ID to present on arrival.

Any visitor without a DBS certificate must remain with a member of staff at all times and are not allowed to be left with children without supervision, or to walk around the school unless accompanied.

Please speak to the Office if you require any clarification.

Health & Safety

When you are moving around the building, please walk on the left-hand side of the stairways and take care to hold doors so that they do not swing open/shut and cause accident or injury.

Bags, tables, chairs, equipment, boxes, coats, etc. present a hazard and need to be moved and stored safely in the correct designated areas. All staff are responsible for querying/moving hazards. Please do not ignore items in the wrong place. If the item is heavy, please contact the Site Services team who will be able to help. After assemblies and PE lessons, all staff are expected to help put away furniture and/or equipment. Please report any Health & Safety issues to a member of the office team.

General

While in the building, please speak quietly and ensure that appropriate language is used at all times.

Chewing gum is not allowed in the school.

Visitor Privacy Notice

1. Introduction

In accordance with Government guidance, Argyle Primary School have been asked to collect visitor contact details to support NHS Test and Trace for Coronavirus (COVID-19).

2. Who we are

For the purposes of Data Protection legislation, Argyle Primary School is the Data Controller.

3. What type of personal information do we collect?

We may collect the following types of personal information:

- Name of visitor Contact details for each visitor (phone number, email address, home address)
- Date of visit, arrival time and departure time
- Name of assigned staff member alongside the name of the visitor

4. How do we collect personal information?

We will collect personal data in a number of ways including:

- Directly from visitors in advance of their visit to our school
- Directly from visitors on arrival at our school

5. Why do we collect your personal information?

We are collecting personal information to assist with NHS Test and Trace in order to prevent the spread of coronavirus (COVID-19).

6. Who might we share your personal information with?

Information will only be provided to other organisations where it is necessary for the protection of public health, including the NHS Test and Trace Service and the local authority (Camden). We will not share your information with any other third parties unless you have specifically asked us to do so, or we are required to do so by law.

7. How long will we keep your personal information?

We will retain personal information 21 days following your visit, which is the recommended duration as advised by the Government. After this period it will be securely destroyed.

8. What is our legal basis for using your personal information?

The lawful basis for processing your personal information according to the General Data Protection Regulation (GDPR) is GDPR Article 6(1)(e) - the processing is necessary for the performance of its official tasks carried out in the public interest in providing and managing educational services.

9. How do we keep your personal information secure?

Information will be held securely in the school buildings or on the school network. Only individuals with approved permission will be able access this information.

10. Is your personal information used overseas?

We will not transfer or process your personal information overseas.

11. What are your rights?

Your individual rights are set out in law. Subject to some legal exemptions, you have the following rights:

- 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 relating to automated decision making and profiling

12. Contact us

If you would like to exercise your rights in relation to your personal information, or you feel that something has gone wrong with your personal information, you can contact us in either of the following ways:

By email: admin@argyle.camden.sch.uk

By telephone: 02078374590

In writing: Argyle Primary School, Tonbridge Street, London, WC1H 9EG

If you would like more information on how we process personal information at Jemima Wade please see our corporate privacy notice on our website <http://www.argyle.camden.sch.uk>.

More information relating our policies and guidelines can be found at, <https://www.argyle.camden.sch.uk/school/policies>

If you feel that the school has not handled your information correctly, you can contact the Information Commissioner's Office (ICO). The ICO is the Government's Independent Body responsible for overseeing data protection compliance.

The ICO's contact details are as follows:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

More information can be found on the ICO's website at www.ico.org.uk.