

Welcome to Shawlands Academy

Essential Information for Supply Staff & Visitors



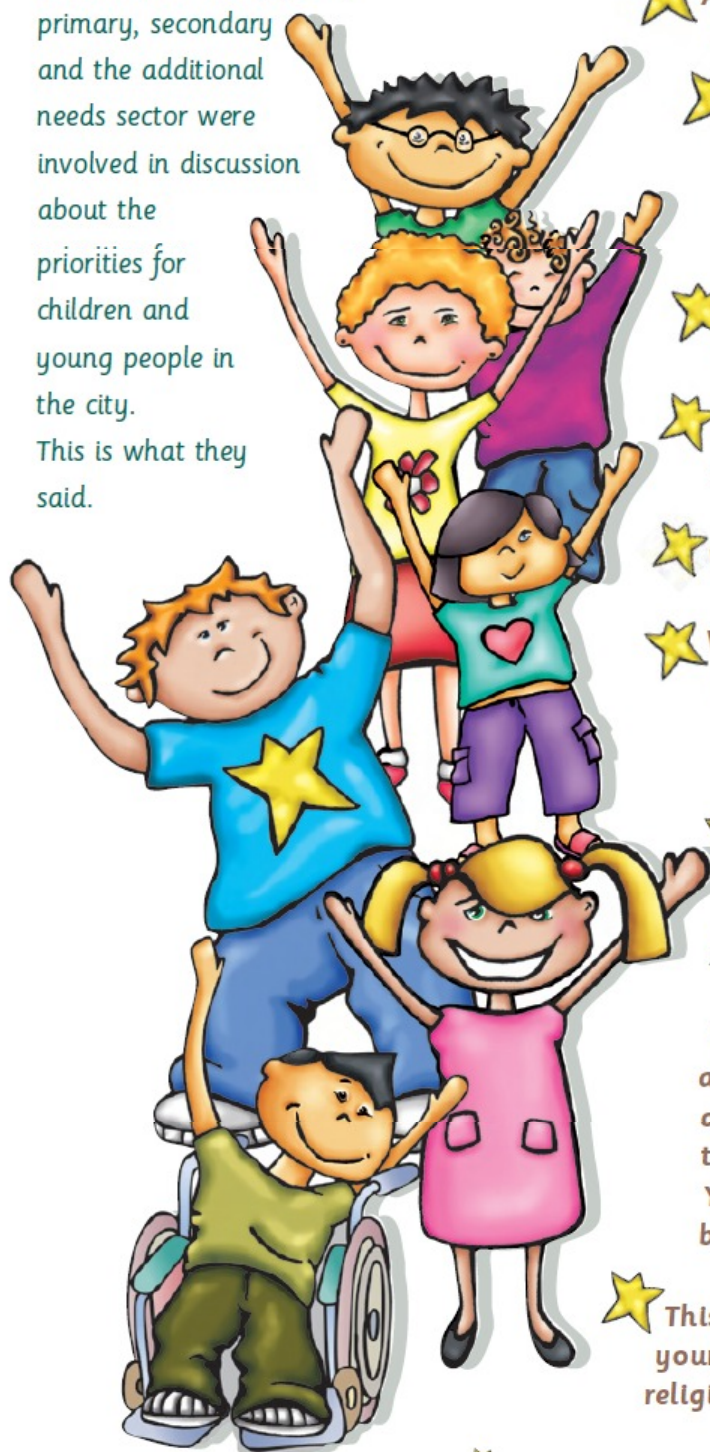


CHILDREN'S CHARTER

FOR YOUNG PEOPLE IN GLASGOW'S EDUCATIONAL ESTABLISHMENTS

Following city-wide consultation, young people representing different ages and interests from early years, primary, secondary and the additional needs sector were involved in discussion about the priorities for children and young people in the city. This is what they said.

- ★ We want to feel cared for – to have affection and comfort and to live where there is no cruelty, sufficient food and to be surrounded by friends.
- ★ All children and young people should have access to health, fun and exercise.
- ★ Young people should have the right to relax, to play and should have more supervised activities to allow them to learn and to grow safely as citizens.
- ★ We have a right to fulfil our potential and our dreams.
- ★ We want adults to be fair: young people should not be punished for others' mistakes.
- ★ We have a right to a good, inclusive education.
- ★ We want not to feel threatened and not to be bullied; to live in communities where there are mixed clubs with no territorialism and where there is no peer pressure and no stereotyping.
- ★ We want to be respected and respect others equally.
- ★ Young people should have the right to an opinion and the right to be heard.
Young people should be entitled to believe and to think what they want, unless that opinion can result in hurt or harm to others.
Young people's opinions should be taken seriously.
- ★ This charter should apply to all young people, whatever their gender, religion, race, abilities or opinions.
- ★ These rights should be protected! ★



Child Welfare and Safety

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

As with other areas of the curriculum, you will be kept informed of the health and personal safety programme for your child's establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- ensuring that children are respected and listened to;
- ensuring that programmes of health and personal safety are central to the curriculum;
- ensuring that staff are aware of child protection issues and procedures;
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the Head of Establishment or the person deputising for the head of establishment. He/She after judging that there may be grounds for concern regarding the welfare or safety of any child must then immediately advise the duty Senior Social Worker at the local Social Work Services area office of the circumstances.



Head of Establishment: Mrs P Carr HT

Child Protection Officer: Mr M Symon DHT

Depute Child Protection Officer: Mrs C Cutler DHT

Depute Child Protection Officer: Ms J McCauley DHT

Child Welfare and Safety

Summary of Referral Procedures: Public Display

FOR ALL STAFF

If you have concerns about a child's or young person's welfare or direct evidence or suspicion of a child or young person being at risk then the only way you can protect the child or young person is to report the matter. Whether you are a permanent member of staff, a supply teacher or a visiting specialist you should intimate your concerns to the Head of Establishment or, in their absence the senior member of staff.

- STEP 1** Alert the Head of Establishment or senior manager immediately to your concerns. Confirm your report by completing Management Circular No. 57 Appendix 3 as soon as possible and at the latest within 24 hours and forward it to the Head of Establishment.
- STEP 2** Follow the guidance of the Head of Establishment or senior manager in supporting the child or young person and co-operating with subsequent actions by Social Work Services and Police.

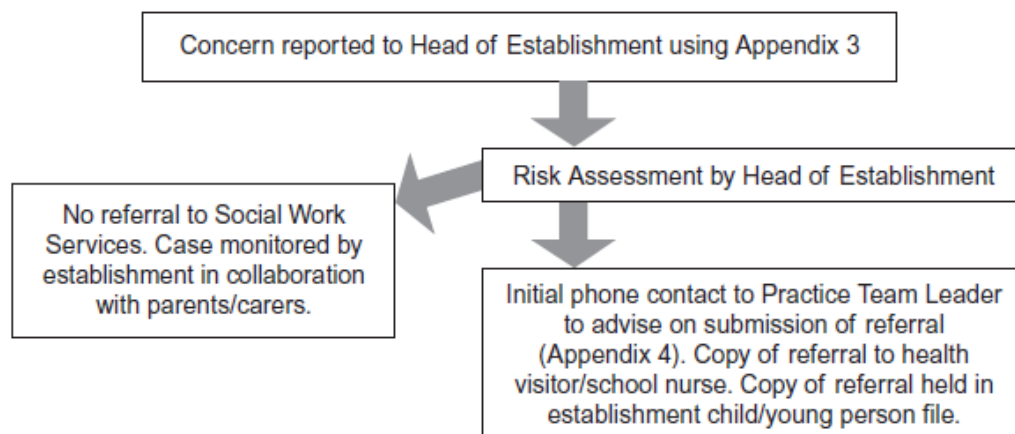
In exceptional circumstances if a member of staff is not satisfied with the decision taken by their service or another service in response to the grounds for concern, the member of staff should try to discuss the matter further with the manager responsible. If the member of staff is still dissatisfied and continues to have concerns he/she should contact the area Quality Improvement Officer (child protection) or the Integration and Inclusion Manager.

Child Welfare and Safety

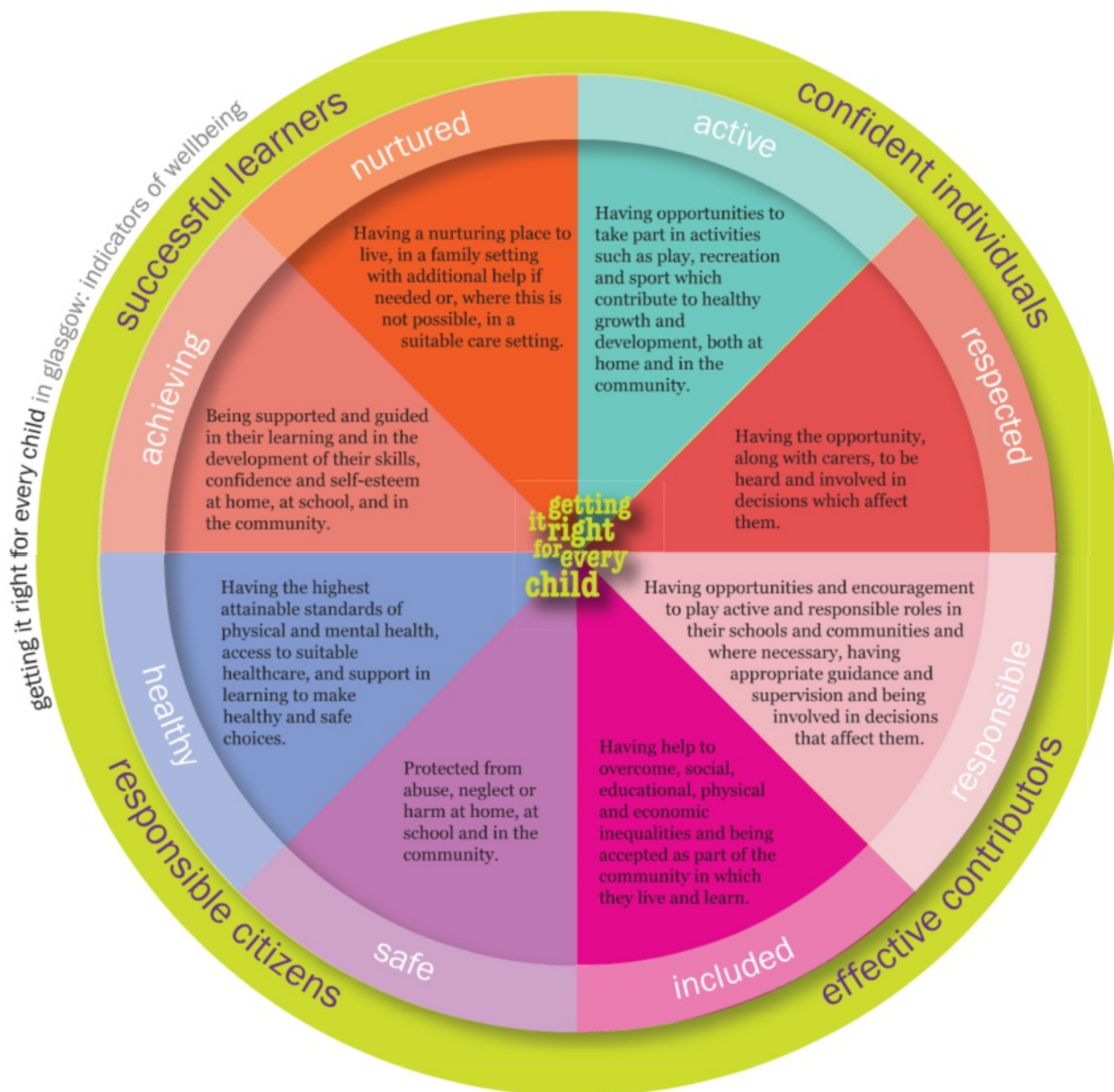
Summary of Reporting, Recording and Monitoring Procedures: Public Display

A concern prompted by any of the following should be reported in accordance with the stated procedures outlined below:

- a specific incident;
- a disclosure made by a child or young person or parent/carer;
- information from a third party;
- adult behaviours/circumstances that may place the child or young person at risk of harm;
- child behaviours/circumstances that may place the child or young person at risk of harm;
- a culmination of minor concerns over a period of time.



The Children and Young People Support section will monitor all referrals and provide termly reports to the Education Services Child Welfare and Safety Group and Education Leadership Team. The reports will also inform returns to the Child Protection Committee.



Respect

Compassion

Integrity

Equality

Our Values



SHAWLANDS ACADEMY

FIRE SAFETY

EVACUATION PROCEDURES

There is an obligation on staff to ensure that Fire Safety procedures are efficiently carried out. Our aim is to minimise any risk and to ensure the safe and orderly evacuation of the building. All members of staff should familiarise themselves with these procedures.

The alarm is a continuously sounding siren. When the alarm sounds during class time ensure that the following procedures are followed:

- 1 Immediately the warning is heard, pupils should leave the room in an orderly fashion under the supervision of the teacher.
- 2 Bags, coats, books and other property should be left behind.
PE classes should leave the building without changing clothes.
- 3 Teachers should take with them a copy of the class register. **They should count pupils before they leave the class and after the pupils are lined up.**
- 4 All doors should be left UNLOCKED.
- 5 Pupils should then walk quickly, but not run, to the assembly point.
- 6 On reaching the assembly point, teachers should take the register for their class and then report to the DHT in their assembly area and return to stand with their class.

East Playground	Mr Symon
West Playground	Mr MacBride
Back Playground	Mrs Cutler
Annex	Ms Sinclair
Office Area	Mrs Harold
Reserve	Ms McCauley

- 7 Teachers should ensure that pupils stand in lines in class groups at the designated assembly point.
- 8 The DHTs should contact Mrs Grant to inform her of the status of the evacuation.

Support Staff

On hearing the fire alarm, all support staff should immediately evacuate the building and report to the DHT in the nearest assembly area. One member of the office staff should take with them, the staff 'signing out' diary and the folder containing class lists along with the emergency contact details.

If you are not teaching when the alarm goes

Staff who are not teaching a class should make their way to the Assembly point and report to their Principal Teacher or the DHT in the Assembly area. They should then assemble at the designated point for staff.

If the alarm sounds at the interval, at lunchtime or change of period

All staff must ensure that pupils are directed under strict supervision to the nearest Assembly area.

On the all-clear

The signal for return to the building will be given by three rings of the school bell.

The DHT in each Assembly area will direct teachers to accompany their class into the building.