



# Phoenix Infant Academy

## INDUCTION

FULL SAFEGUARDING INDUCTION TO BE  
CARRIED OUT SEPARATELY

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# Senior Staffing

- Senior Leadership Team (Safeguarding / First Aid)



**Amanda Jarrett**  
**Principal**  
**DSL**

Adult First Aid  
Paediatric First Aid

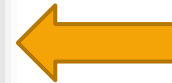


**Becky Austin**  
**Vice Principal**  
**Deputy DSL**

Paediatric First Aid



**Kevin Bowskill**  
**Vice Principal**  
**Deputy DSL**



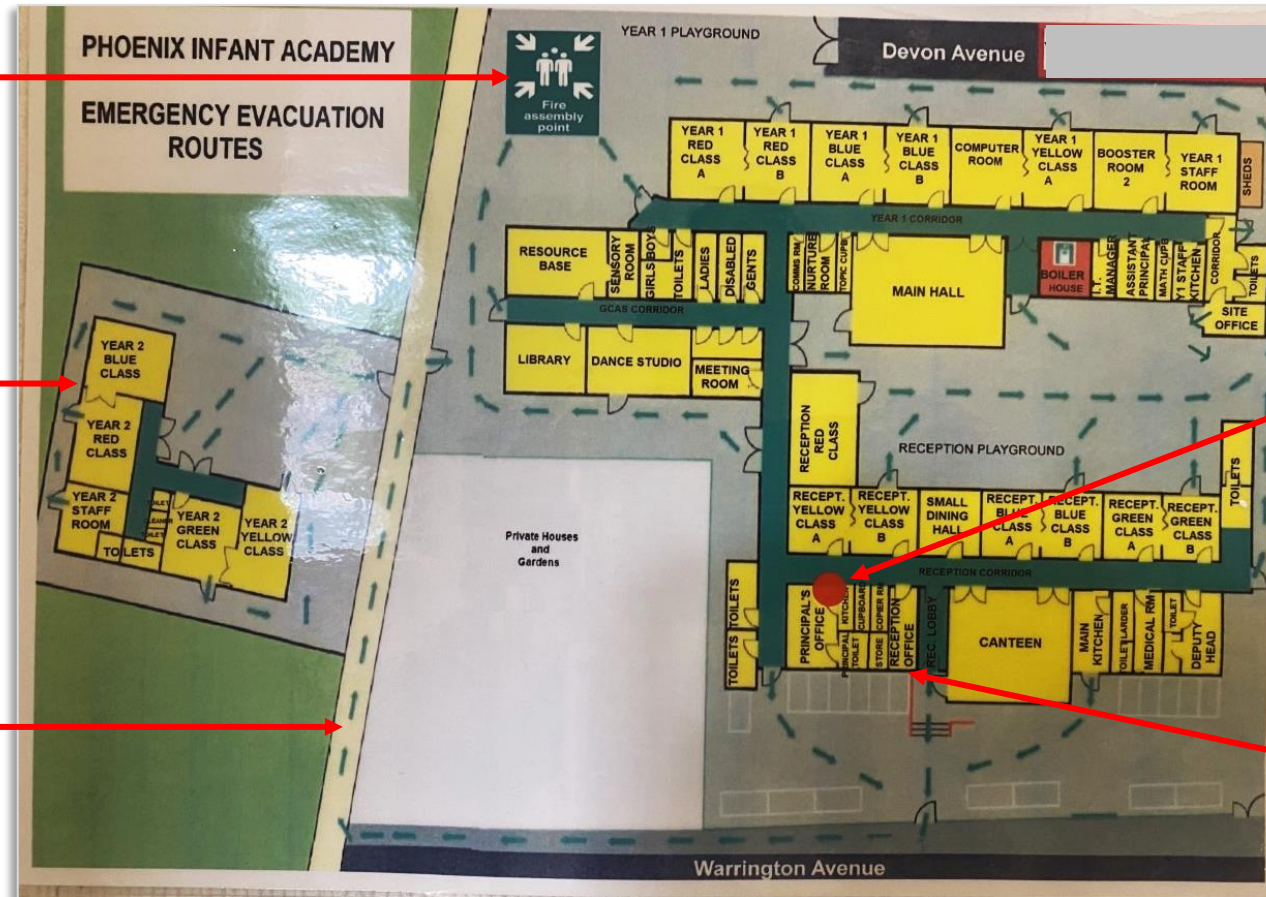
**Speak to one  
of us for any  
safeguarding  
concerns**

# The School Site

Fire assembly point

Year 2 building  
(separate from main site)

Cinder Track  
(public path)  
between main site and Year 2 building



Principal's office

Office / main entrance

# The School Day

## Morning

- Staff start time: **8:30am**  
(Staff to sign in a couple minutes before)
- Gates/classroom doors open: **8:45am**
- Gates/classroom doors close: **8.55am**

## Afternoon

- Gates open: **3:10pm**
- Classroom doors open: **3:15pm**
- Gates are locked: **3:25pm**
- Staff earliest sign out time: **3:30pm**



# Code of Conduct

## Mobile Phones



Mobile phones must be stored securely in a locker and only used in the staffrooms away from children

## Dress



**Formal and professional**, taking into consideration Key Stage placement  
(no jeans/leggings/trainers)

Any sandals worn **MUST** have an ankle strap

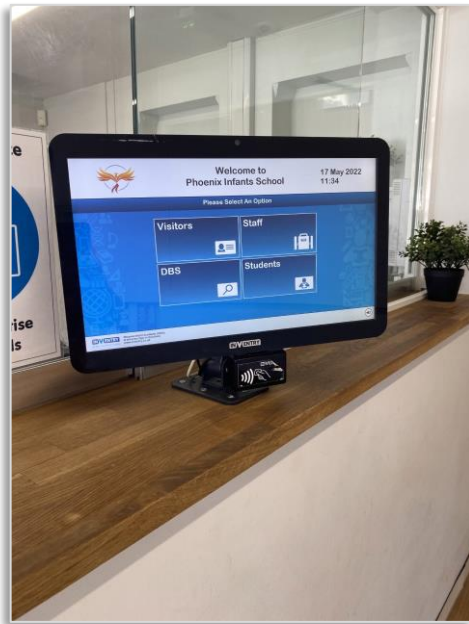
## Language

*Always positive!*

*Always respectful!*

# Health and Safety Protocols

## Signing In and Out



- Touch screen to log in/out
- Write down your car reg if you've driven

## Cinder Track



A high viz jacket **MUST** be worn by any adult from any department when walking between the main site and Year 2 with children

## Food / Drink



Food which contains, or *may* contain, nuts is **NOT** permitted anywhere on site. This includes in bags/lockers

Open hot drinks can only be drunk in the staffrooms

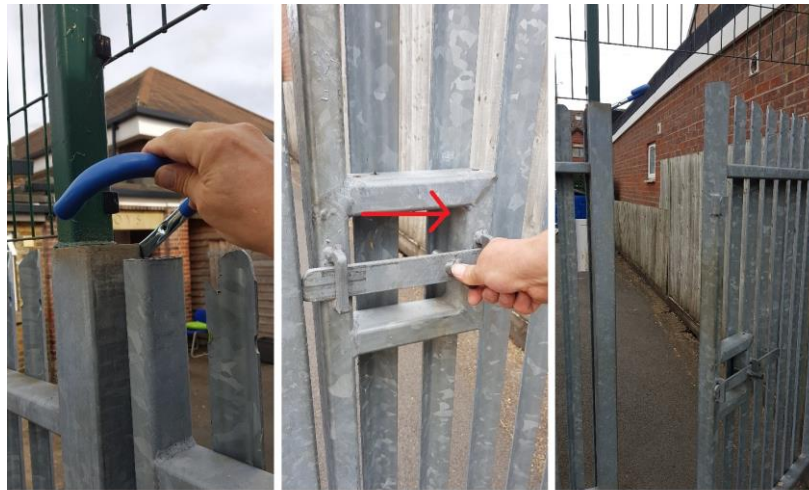


# Health and Safety Protocols – Doors/Gates



This door, and all external doors with **card access control pads**, MUST be pulled closed AT ALL TIMES. If it can be opened without a lanyard, IT IS NOT CLOSED PROPERLY

This internal metal gate MUST be kept locked AT ALL TIMES.



To open, lift blue bar FIRST then pull slider bar



To lock, lock slider bar FIRST then pull blue bar down into metal V

The gate for vehicles and the pedestrian gate on Warrington Avenue MUST be kept closed between 8:30am-3:30pm each day. If you exit/enter at any point between those times, you are responsible for ensuring the gates are closed behind you.



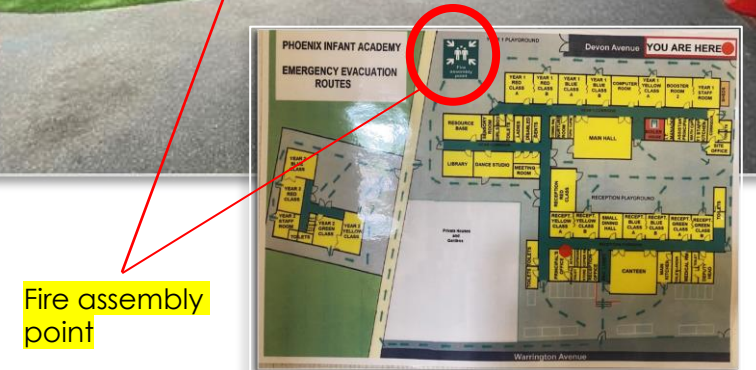
# Health and Safety Protocols

- Fire Procedures

- In the event of the fire alarm sounding, please follow the green fire exit signs and make your way outside to the back playground (where class signs show which classes stand where)

- Fire Marshalls:

- **Amanda Jarrett / Becky Austin** (SLT)
- **Steve Koullapis** (Phoenix Site Staff)
- **Andrea Nyisztor** (Phoenix Site Staff)
- **Andrew McCarley** (Site Lead – Based at Baylis Court School)



Fire assembly point

# Health and Safety – Medical Bags



Children's medication that is prescribed and may be needed on a regular basis (EpiPens, inhalers) is kept in red medical bags.

The bags must remain with the class at all times. This includes when a class leaves their classroom; for example, attending assembly, external trips, during lunchtimes.

It is the class teacher's responsibility to ensure that this happens.

Medical bags must be carried by adults only.

Year 2 staff must ensure they have their class' medical bag(s) before crossing the Cinder Track in either direction.

# Health and Safety – Positive Handling

The majority of staff have received **Team Teach** positive handling training.

This enables them to effectively support pupils during risky or extreme behaviour episodes. Such an episode may include a pupil putting themselves, or someone else, at **immediate risk of harm**.

**Positive handling should only ever be used as a last resort.**

A pupil should never be physically handled if they are demonstrating an unwillingness to move/participate, but are safe. In these instances, positive strategies, as listed in our behaviour policy, should be adopted.

We should remember that behaviour is a form of communication and we must support all our pupils appropriately.

*The Senior Leadership Team are all Team Teach trained.*





# School Rules and Values:

- Stay Safe
- Be Kind
- Be Respectful
- Try Your Best



# Questions?

Please ask a member of the office now  
before starting work

