

# Being Safe, Happy and Healthy at Milford School

Who helps us to be safe in school?

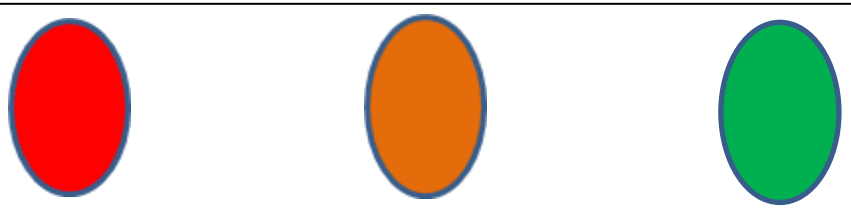


Mrs Kay

**The Office:** Mrs Kay, Mrs Breen and Mrs Mortimore work in the front office. When we have visitors to the school they check who they are and who they are visiting. Visitors have to sign in with the office and they will have a sticker or lanyard to show they have done this. The office staff check our registers to make sure that we are in school when we should be. If we are not in school and they haven't had a message they phone us to check that we are ok and find out why we are not in school. It is important we are in school as much as possible.

## Visitors

We are very lucky to have lots of visitors to Milford School. Our visitors often come to see what we have been up to and help us with our learning. All visitors will have a visitor sticker or sometimes a badge that has a red, orange or green lanyard. Red or orange lanyards mean the adult should be with one of our teachers or LSAs, not on their own.



## Teachers and Learning Support

**Assistants:** The adults who teach us also help us to be safe by setting up rules and routines for us to follow in school. We get to know our teachers well so that we trust them and feel safe with them. All teaching staff always wear a card to show who they are. We can speak to any adults in school if we are worried about anything and they will try to help.

Have you asked any of the adults in the school if you can see their identification?



**Lunch and other Staff:** The staff in the lunch hall help to make it a safe and happy place for us to have our lunch. We learn to wait at the table, line up for our lunch and talk quietly with our friends. If we have a problem at lunch time we can ask one of them to help us. There are also adults from our classes that do Breakfast Club and Lunch activities on the field and playground with us. Sometimes we have other adults that do Gardening Club too. The adults in our school help us by setting up rules and routines for us to follow. They wear a lanyard or have a uniform or a card to show who they are and where they are from.



Mrs Lewis helps us in the hall.



## Boundaries



Our caretaker Julian locks up the school for us each day



**Boundaries, gates and fences:** There are fences and gates all around the school. They are there to help us to be safe. We stay within the boundaries of the school during the school day and we don't go out of the boundaries unless we are with a responsible and safe adult. When we arrive in school in the morning we should say goodbye to our adults at the class gate. If they need to come in to the school building they need to go to the school office and sign in.

We can press the door release buttons if they are low down so that we can move around the school but if they are up high we have to wait for an adult to press them for us. When we play out on the field we have to stay within the coned areas. If our ball or equipment goes over the cones, we have to ask an adult to get it for us.



## School and Class Rules

Our school and class rules are here to keep us all feeling safe and happy. They are 'be ready, respectful and safe' and we talk about them regularly so that they are easy to remember. Our school values help us learn how we should treat each other and how we want to be treated.

## Computers



At Milford School we have lots of safety nets on our computers to make sure that they are safe for us to use. Mr Stear and Mr England are responsible for E-Safety but all of the adults who work at our school help with that job. We learn about E-Safety in class and this helps us to remember why it is important and what we need to do to keep ourselves safe.

**IF I AM WORRIED OR HAVE A PROBLEM:** If I am worried or upset about anything at all I can talk to **any** of the adults in school. They will listen to me and help me to sort out my problem if they can. Sometimes they might have to tell my problem to someone else in order to help me. Some of the adults in school have special jobs to make sure I am safe. They are:



Mrs Ward



Mrs Wells



Mr Stear



Miss Jones