



Rendlesham Primary School

Sycamore Drive, Rendlesham, Woodbridge, Suffolk IP12 2GF

01394 462190 admin@rendlesham.org

Interim Regional Executive Leader: **Debbie Thomas**

Interim Head of School: **Hannah Woodruffe**

www.rendleshamprimaryschool.org.uk

Use of Library Policy

Aims

This policy will describe the protocols and operational systems in place to safeguard the children of Rendlesham Primary School while the Community Library is open to the public. It will detail the procedures, information and responsibilities for the librarian and the school while the library is operational.

The library is open to provide a space for the community of Rendlesham and the children of the primary school to use. The library will promote reading in the community and will also provide books to many homes. Our children will be able to take responsibility for the library (with the librarian) and this will also further develop their learning and understanding of the Community Learning Characteristics. Our children will be able to positively contribute to the wider society, promote their local area and community of Rendlesham and show pride in helping others. This also serves to support the work of Rendlesham Parish Council by supporting local solutions to meet local needs, promote community cohesion and tackle disadvantage.

The Librarian

The librarian volunteers on a Thursday afternoon, during term time only between 1pm and 4pm. The librarian will wear an identifiable badge, she also has a DBS and is First Aid qualified by the Trust.

The Library Layout

The library itself, is attached to Rendlesham Primary School. It does have its own entrance, kitchen area and toilet. Inside the library, two internal doors lead to corridors of the main school. The librarian will sign in at the main school entrance, collect the key and once in the library, lock these two internal doors between 1pm and 3.15pm (while the school and library are both open). The key will be kept in the kitchen area in case of emergencies and the librarian needs help. After the children have left the school at 3.15pm, the librarian will unlock the two internal doors. The school staff are all on site on a Thursday after school until 4.45pm as it is usual staff meeting time and office staff are available until 4pm.

The books in the library have been very clearly ordered and labelled onto different bookcases and shelving. They have been arranged into fiction and non-fiction and also by age. Fiction books for the adult reader are on two fixed bookcases and a bookcase on wheels that is stored in the kitchen area, this will be brought out during a Thursday afternoon. All of the books for adult readers have been donated by the community and have been checked for appropriateness.



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The Library Session – How it will work

During the Thursday afternoon, visitors will enter and exit the library through its own door (at the front of the school), strictly no access will be gained through the main school front door. All visitors will be asked to sign in using first name only and tick to show they have left. This is so we have records in case of emergencies, such as the fire alarm and evacuation. Between the time of 1pm and 3pm only, tea and coffee will be available to visitors free of charge. The librarian will be responsible for making the hot drinks, visitors are not permitted to enter the kitchen area.

At 3.15pm the school will close, children and parents/carers will be able to visit the library until 4pm on a Thursday. They will need to use the library entrance and exit and also sign in and out. Parents/carers are to supervise their children at this time, there will be no access to the main school for the children or parents/carers from the library. There will be no hot drinks available at this time.

There will be two UKS2 library helpers to help and assist after school in the library, the library will close at 4pm to the public, the next fifteen minutes will be time for the library helpers and the librarian to tidy and close the library. At 4.15pm (usual time for clubs to end) the librarian will either hand the children over to their parents/carers (collection from library main door) or the children will walk home. This will be pre-arranged with the parents/carers and any changes to arrangements must be made to the school office following usual procedures.

Safety of the Librarian

The librarian will have only one main exit (the main front door) but they will hold the key to the internal doors in case of an emergency. The librarian will also be able to phone through to the office if any problems occur, there is a 'safe' word that is in place if the librarian feels that they are not able to unlock the internal doors and call for help.

Fire Alarm

In case of a fire alarm, the librarian will take the sign in sheet and the visitors to the library to the muster point at the front of the school. Everyone must exit the building on hearing the alarm. The librarian will be responsible for ensuring that the public are accounted for and are safe. Once the school children and staff are accounted for and it is safe to return to the building the librarian will be informed too by the office staff.

GDPR

The Community Library will hold no personal information about who borrows a book. Books are borrowed on a trust basis, each person is permitted to take out two books at a time. The sign in sheet will be shredded at the end of each session, we will hold no records and



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data for the visitors to the library. All books are donated from the community so this will be at no monetary loss to the school.

First Aid

There will be a first aid box kept in the library in case of emergencies. The librarian is first aid trained (by the Trust) and will be able to administer basic first aid if needed. In the event of a serious incident then the librarian will be able to unlock the internal door and call for help to the office or phone the office/further help.

Funding

This is non-profit making, the Community Library has signed up to Rendlesham Parish Council 'Warm Rooms' scheme and is advertised as a place to visit (along with other venues in the village). Money for the tea and coffee has been donated by the district council.

Future Planning

Advertising of the Rendlesham School Library will be through the local village magazine and regular school communication methods (see Communication Policy). Any events that the librarian or the school wish to participate in to promote the library and reading will be through joint consideration and planning. The library is not available to be rented to specific groups on a Thursday afternoon and will remain an open to everyone resource.

Document Control

Changes History



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Version	Date	Amended By	Details of Change

Approval

Name	Job Title	Signed	Date
D Thomas	Academy Head	D Thomas	29.9.22

Equality Impact Assessment

Date	Name	Details

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