

Seaton Sluice First School



Health and Safety Policy 2023

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Role: Headteacher

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Introduction

The health and safety of both staff and students has always been of paramount importance in the Education Service. The Head teacher is traditionally responsible for the discipline and internal organisation of the school, and for the safe conduct of the staff and students and all school related activities.

Since the introduction of Local Management of Schools, the Governing Body has fulfilled many of the functions of the employer and has significant responsibility for the day to day running of the school and the management of the delegated budget. Consequently, the Governors share with the LEA responsibility for health and safety in the school to the extent to which they have control over the management of the school and the budget. The modern management of schools is, therefore, a well-integrated partnership between the LEA and the Governing Body, with the LEA providing many of the services and technical expertise required for safety matters.

The Health and Safety at Work Act requires the employer to publish a Health and Safety Policy that sets out the policy of the employer with regard to health and safety, describes the management organisation responsible for implementing the policy, and details all the arrangements in force with regard to health and safety. The policy must be brought to the attention of every employee.

In order to comply with this requirement, the Children's Services Safety Policy and Safety Information Manual (LEA Safety Policy) has been issued to all schools. However, due to the inevitable differences in the internal management and organisation of schools, the LEA Safety Policy is:

- in parts, of a broad and general nature
- unable to provide all the detailed information required by law
- unable to describe the safety management systems and procedures adopted by different schools
- unable to provide for the Governing Body to acknowledge its responsibilities and set out its own policy and arrangements for health and safety.

In view of this, the school's own safety policy has been devised to complement that of the LEA and provide those details that an LEA policy cannot. The full concept of a school policy is described in Part 2.

In order to issue this policy, many members of staff have already done much work, and the Governors wish to acknowledge their appreciation of all their contributions. It is important that a regular update of the policy is carried out, so that over a number of years the policy grows into a comprehensive and up to date resource. Further contributions or suggestions from members of staff would be most welcome.

Clearly, the maintenance of a detailed policy will require a continuing commitment from staff. In return it can offer the worthwhile advantages of a clear and well organised system of safety management, and access to clear safety information, to the benefit of everyone.

This detailed approach to safety management also plays an essential part in the County Council's approach to risk management, and will help to reduce the rapidly increasing costs of litigation that impose an unacceptable burden on the budget.

I warmly commend it to all staff.

Amanda Bennett

Headteacher

Date: April 2023

The Concept of a School Safety Policy

The School Safety Policy is the means whereby:

- the Governing Body acknowledges its extensive role and responsibilities in the local management of the school
- the Governing Body and the senior school management express their commitment to a high standard of safety, for both students and staff
- the staff and management organisation are clearly set out and the delegation of tasks and responsibilities required for the effective management of health and safety is clearly identified
- coordinators required to fulfil key tasks or oversee the implementation of particular pieces of legislation are identified
- the LA Safety Policy is adopted and, where relevant, additional specific details as to the safety arrangements in force in the school are set out. Where appropriate, key information is summarised, without reproducing unnecessary detail from the LA Safety Policy
- safety standards and future objectives are identified
- key reference books and other relevant texts which include adequate safety information are adopted and listed for the purpose of statutory risk assessments
- arrangements are set out for:
 - the systematic planning of health and safety objectives and, when relevant, the inclusion of such objectives in the School Development Plan
 - the monitoring of progress towards those objectives
 - the continuous assessment of needs and priorities with regard to health and safety
 - the feeding back of this information into the planning process
- a positive safety culture is fostered, in which all staff share the safety objectives identified by management, and in which all staff, at every level, contribute to the safety effort and strive to make continuous improvements
- the school demonstrates compliance with a wide range of very detailed safety legislation concerning standards, safe systems of work and systems of safety management

- via the LA, good practice in the safety management of schools can be disseminated, to the benefit of all the schools.

General Statement of Policy

In partnership with the LA, the Governing Body recognises its responsibility to provide a safe and healthy environment for teaching and non-teaching staff, students, contractors and other visitors to the premises and will take all reasonably practicable steps within its power to fulfil this responsibility. Such matters include:

- a safe place of work and a safe working environment
- safe plant and equipment
- safe systems of work
- safe access to and egress from places of work
- the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions
- the provision of adequate information, instruction, training and supervision
- adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school
- keeping abreast of legislation by obtaining advice from the LA and through persons competent in health and safety matters
- a written system of safety management which includes:
 - the identification of needs and objectives, in order of priority
 - the allocation of appropriate funds
 - the integration of health and safety planning within the School Development Plan
 - the regular monitoring of progress, and of safety performance, to be used in the planning process
 - an annual review of the safety policy
 - the inclusion of health and safety on the agenda of Governing Body meetings, at least annually.

Safety Organisation

Title	Name
Chair of Governors	Elaine Erskine
Vice Chair	David Gray
Governor with Safety Responsibilities	David Gray
Head teacher	Amanda Bennett
School Safety Coordinator (if appointed)	
Deputy Head teacher	Katie Walsh
Coordinator - COSHH	Head teacher and caretaker meet annually to review
Coordinator - Manual Handling	Governors and head teacher meet annually to review
Coordinator – Fire and Emergency	Governors, caretaker and head teacher meet annually to review
Coordinator – First Aid	Governors and head teacher meet annually to review
Educational Visit Coordinator (EVC)	Amanda Bennett and Katie Walsh

Head teacher

The Head teacher is responsible to both the LA and the Governors for all matters concerning the safe conduct of staff and students in the school and all its related activities. Assistance in this task is provided by the senior school staff who comprise the management team, such as Deputy Heads, Year Heads, Department Heads and the Site Manager, where appointed.

The Head teacher, assisted by the management team, is required to:

- establish a structured system of safety management, in accordance with LA guidance and the LA Safety Policy, comprising:
 - the identification of safety requirements and objectives
 - the clear identification of priorities
 - the incorporation of safety requirements and future objectives in the development and budget planning of the school, and where appropriate, inclusion in the School Development Plan
 - the regular monitoring and review of safety performance, progress and future needs so that this information is fed back into the planning process.
- implement a system for protecting all persons on the premises, or involved in school activities, from risks which are reasonably foreseeable
- coordinate any necessary safety arrangements with any contractors working on the site
- implement such procedures as are necessary to comply with all legislation concerning health and safety, in accordance with LA guidance
- provide regular reports on significant issues and general progress to the Governing Body
- foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety. *(Ref in LA Policy: D)*

The Deputy Head teacher

The Deputy Head teacher assists the Head in the day-to-day management of the school, and deputise for the Head during any period of absence.

School Office Manager

Community and Environmental Services are the employing Directorate in the majority of school kitchens and they operate their own procedures.

In such cases the Head teacher and School Office Manager will liaise so as to coordinate any necessary safety arrangements which relate to each other's staff, and in relevant matters related to the management of the building in general.

Where a school manages the catering services directly or uses the services of a private contractor rather than using the above arrangement reference should be made to section E3 of the LA Safety Policy.

Caretaker

The caretaker is responsible to the Head teacher for the safe organisation and work of the service, and, as Head of a 'Service Department', for fulfilling all those functions listed under 'Head of Department', with respect to caretaking staff.

All Staff

Section 7 of the Health and Safety at Work Act places duties on all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with the employer and his representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.

Section 8 of the Health and Safety at Work Act makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

Health and safety legislation require all staff to:

- use all materials, machinery and equipment etc in accordance with the information, instruction and training which they have received
- report immediately to their line manager any defects in the equipment etc
- report immediately to their line manager any serious and immediate danger to health and safety
- report to their line manager any matter which they, considering their instruction and training, would reasonably consider represented a shortcoming in the protective arrangements for health and safety (it is sufficient to report a given matter once only, and not to have to repeat it)

All members of staff are responsible for:

- observing all instructions on health and safety issued by the Executive Director of Children's Services, Head teacher, Subject Coordinator or any other person delegated to be responsible for a relevant aspect of safety

- observing all safety rules relating to the use of specific machinery
- reporting all accidents to their Subject Coordinator and ensuring that an accident report form is completed
- reporting all potential hazards to health and safety to their Subject Coordinator or Head teacher
- assisting Officers of the County Council in their inspections and investigations
- assisting Inspectors of the Health and Safety Executive to carry out inspections and investigations.

The Management of Health and Safety

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted as described in Section B of LA Safety Policy.

General Arrangements

The arrangements set out in Sections E to L of the LA Safety Policy remain in effect. The purpose of this section is to amplify those arrangements with the inclusion of specific details and, where necessary, the naming of individuals. This clearly explains how the matter in question is managed within the school. It also provides an opportunity to include individual topics which do not appear in the LA Safety Policy, so that over a period of time this section may develop into a comprehensive and valuable resource.

Over the course of time circumstances may change. It is, therefore, important that these arrangements are amended when necessary so as to remain fully up to date.

Meetings of the Safety Management Team

Purpose of Meetings:

- To direct and coordinate the necessary planning for Health and Safety, and to draft the School's Safety Policy
- To review, prioritise and direct the safety initiatives arising from:
 - plans submitted by departments and/or coordinators
 - reports concerning safety inspections, accident reports and other means of monitoring performance
 - new information or guidance received from the County Council, enforcing authorities or consultants

- To audit all parts of the safety management system on an ongoing basis.

Frequency of Meetings

The frequency of meetings is determined by the size and complexity of the school and number of issues to be dealt with; it is set by the Head teacher. Additional meetings should take place after serious incidents or where necessary.

The Finance, Premises and Staffing committee at Seaton Sluice First School will meet regularly throughout the year (at least 3 times) and will deal with any issues as they arise.

Accidents

(LA Ref: F1)

Accident Procedure

- In the event of an accident any member of staff is expected to give comfort and aid to the injured person whilst ensuring that an urgent message is sent to the school office. An assessment of the injury should be made by the first aider at the earliest opportunity.

Should an ambulance be required it will be summoned from the main office unless the seriousness of the injury requires immediate medical attention. In the latter case any member of staff should summon the ambulance from the nearest telephone extension by calling 999 and send a message to inform main office as soon as possible.

- In the event of serious injury or ill health to a student, the parent (or emergency contact should the parent be unavailable) should be contacted immediately using the contact numbers held in the main office and requested to collect their child to take home or to hospital, as appropriate. *Medical treatment or advice should not be delayed if parents or emergency contacts are not available.*
- In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany him/her, a member of the school staff should go to the hospital to await the arrival of the parent. On occasion it may be necessary to take an injured student to hospital in a vehicle belonging to a member of staff. Before this occurs, staff should ensure that their insurance covers this eventuality. Staff should be aware that hospital staff will stabilise the casualty's condition until the parents arrive and give consent to further treatment.
- Students should only be sent home when a responsible person is present to take care of them. This would normally be a parent/guardian, second emergency contact or close relative.

Completion of the Accident Report Form (ACC1)

- The school's accident book should be used to record the more trivial incidents which are not recorded on form ACC1. It is important that treatment rendered by the first aider is recorded. In order to comply with the requirements of the Data Protection Act only one record per page should be completed. Each record should be detached on completion and kept in the school office.
- It is important to indicate the responsibilities of staff when reporting accidents. The Safety Coordinator or senior member of staff should check the completed ACC1 forms and countersign them and should monitor records to identify accident trends.
- The ACC1 should be completed for all significant injuries and sent to the Health and Safety Team. It is important that the member of staff supervising at the time of the accident records the details. *The injured person should not complete the form.* Again, first aid treatments should be recorded. It is important that actions to prevent recurrence are always recorded on the ACC1.
- A VI form should be sent to the Health and Safety Team in the case of a violent incident. A senior member of staff, in conjunction with the member of staff involved, should complete this.

Accident Investigation

The Safety Coordinator should advise staff on the appropriate level of response.

A senior member of staff should undertake an investigation using the form ACC2 if the incident is serious, complex or one which may have serious repercussions.

In the most serious cases the school should call in a Health and Safety Officer. If appropriate, he/she will undertake a full accident investigation and will take photographs and witness statements.

Reportable Injuries

The Health and Safety Executive (HSE) Call Centre should be contacted by telephone immediately in the following circumstances:

- 'major injuries' in respect of employees
- 'dangerous occurrences'
- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment in respect of students and non-employees who are injured out of or in connection with work activities'

In the case of injuries to employees resulting in over-three days' absence from work, these should be reported to the HSE within 10 days. Again, the Call Centre can be used

as an alternative to sending form F2508. Office staff should undertake these tasks using information recorded on the ACC1 or VI form. The information should then be checked and countersigned by the Safety Coordinator or senior member of staff.

The HSE Call Centre number is 0845 300 9923.

First Aid Arrangements **(LA Ref: F3)**

First aid arrangements are given below:

- A member of staff should be nominated to act as first aid coordinator. He/she should take on the responsibility for ordering items and replenishing first aid boxes and ensuring that certificates remain current
- In High Schools at least two staff should be trained to the full First Aid at Work standard and staff in practical areas (PE, Science, Design & Technology) trained to at least the emergency aid for appointed persons level. The position should be monitored to take account of staff turnover
- First aid boxes should be located in the main office, the ladies toilets, in the community room, in the EYFS Unit, Community Room and in the KS1 area.
- Ideally a medical room should be available; supervision of this facility must always be a consideration. In more serious cases the child should be transferred to the care of parents as soon as possible
- Other relevant arrangements or need for information may include:
 - Arrangements are in place to ensure all First Aid training is up to date and renewed when necessary.
 - Arrangements are in place so that all users of the school are aware of the location of First Aid Kits and that they know who and where the trained First Aider can be found during the activity
 - Arrangements are in place so that all school parties out on visits take with them the necessary First Aid Kit required, all contact numbers for children on the visit and a trained first aider accompanying them on the trip.

Seaton Sluice First School named First Aiders:

Alison Warren – Teaching Assistant

Paula McNab – HLTA

Natalie Mays – EYFS Teacher

Laura Hall – Teaching Assistant

Emma Elliott – Teaching Assistant

Pam Dale – HLTA (including first aid to lead Forest School)

Katie Walsh- Deputy Headteacher

Amanda Bennett- Headteacher

Victoria Brunton- Teacher

Rebekah Morgan- Teaching Assistant

Lucy Wilson- Teaching Assistant

Katie Kerry- Teaching Assistant

Nikki Chivers- Teacher

Michelle Buglass- Teaching Assistant

Health Matters

(Policy on Supporting Children with Medical Needs)

- The means of identifying students' medical needs should be established:
 - in the school's prospectus
 - by writing letters to parents
 - on intake forms which require parents to identify medical needs
- Staff should only administer prescription medication with the agreement of the Head teacher and only when a parental consent form has been completed. The medication should only be administered during school hours where this is unavoidable.
- Arrangements should be made for the storage of medication in school in a secure cabinet, usually in the main office
- Medication should be suitably labelled with details of name and dosage
- All staff should know the location of students' health care plans, where they exist for more serious conditions. The arrangements for updating them should be agreed. First aiders should have a comprehensive list of a student's medical requirements. Medical input to the individual health care plans should be sought from the School Medical Service.
- Arrangements should be made to train staff, particularly to recognise and deal with anaphylaxis, asthma and epilepsy via the School Medical Service.
- Administration of non-prescribed Paracetamol tablets (500 mg) should be kept to a minimum, though it is permissible in certain circumstances, such as period pains and migraine. The following will still be required:
 - Parental consent
 - Record of issue
 - Details of any allergies

Building and Site Maintenance

(LA Ref: E3, G3, H3, J1, J2)

- The Head teacher is in charge of the maintenance of the school site and its buildings. The Head teacher is responsible to ensure that protocols detailed in section E3 are applied when the school commissions services independently.

- The caretaker has a responsibility for the reporting of building/site defects to the County Council, in those cases where the County Council is responsible for the maintenance. The Property Help Desk can be reached by telephoning (01670) 534840. The need for emergency repairs should be notified in the same manner. This will enable the Property Division to prioritise and assign workloads accordingly and will allow requests for work to be traceable.
- At Seaton Sluice First School the named person for all property and buildings work is
Colin Munday at the LA.
The caretaker is responsible for liaison with Community and Environmental Services staff and contractors in order to co-ordinate any necessary safety precautions during the progress of any building/site maintenance. This may entail completion of the HSC1 forms, when required. *(LA Ref: J2)*

A contractors' induction pack should be made available to those carrying out appropriate works.

Maintenance and Testing of Equipment

With regard to the above, appropriate arrangements need to be in place and person(s) identified to ensure that:

- internal school procedures are established and followed
- liaison with the County Council and contractors takes place
- full records relating to statutory testing are maintained. These will include:
 - Annual safety tests of 240v portable electrical appliances *(LA Ref: L4)*
 - Weekly testing of the fire alarm system *(Fire Log Book)*

RCD testing will also be carried out and the results recorded.

Fire Safety and Emergencies *(Fire Log Book)*

- The Head should ensure that the fire risk assessment in section 4 of the Fire Log Book is completed for each building. Several parties should be involved in the completion of this task
- The Fire Coordinator at Seaton Sluice First School is Stuart Green (caretaker) and is responsible for devising and coordinating fire drills and maintaining records in the Fire Log Book, such as fire drills and fire alarm tests
- Fire drills should take place each term
- The following arrangements for fire precautions should be in place to ensure that:

- Flammable liquids are stored in a locked metal cupboard
- Fire doors are always closed and never wedged open
- Waste materials are collected daily and are stored in a locked area until collection by the local council
- Electrical equipment not in use is always isolated from the mains.

Security

Most schools have security systems in place (either Videx or Pac) which afford authorised access only and allow movement between different parts of buildings at specific times. In addition, many schools have adopted signing in systems and issue visitors' badges to authorised visitors.

Such measures enable schools to be secure and safeguard staff and students against the risks of unauthorised entry to the buildings.

Security Policy at Seaton Sluice First School

1. Parents and Carers picking up children from school at the end of sessions:

All children are made aware that should the person they are expecting to pick them up does not show at the end of the session they should immediately go back to the door where their teacher is and tell them. Their teacher will then ensure they are looked after inside the security of the school building until a parent/carer can be contacted or comes for them. All children in school are told to NEVER leave the school alone unless the school has been informed about this arrangement.

Parents are asked to make school aware of any changes in circumstances/arrangements for picking up children so that the school can be as well informed as possible.

All children are taken outside by their teachers who ensure they are handed over to their parent carer at the end of sessions.

2. Access to the school site

The school site has gates for access which are open from 8.45am until 9.05 am and 3.00pm until 6.00pm. The nursery children who attend in the mornings just have access via the nursery gate at 11.30 –11.45am. At all times throughout the school day access to the school site via gates is locked. Access throughout the school day is via the main door at the front of school where visitors should report to the School Office.

Seaton Sluice First School has a large playing field with attractive equipment and the school site is open seven days a week after school hours via the gates for children of first school age only. The gates are locked every day at 6.00pm when no further access is allowed.

3. Locking of school doors

All entrance doors to the school are locked at 9.05am. Latecomers must enter through the main front door after this time. All doors are locked during morning, lunchtime and afternoon break times and children can access the school via the community room

where staff are on duty at morning break. Lunchtime supervisory staff carries First Aid kit at all times outside. During afternoon break times staff outside are responsible for alerting for help should it be required. All staff have a set of school keys enabling them to lock the doors on exit and entry to the building including during outdoor PE sessions.

4. Main Entrance

The main entrance sliding doors are locked all the time. Visitors can enter by pressing the buzzer and the doors can be released by the Office Manager or Head Teacher or opened by a member of staff. All children in school are regularly reminded about NEVER opening the front door to ANYONE (not even someone they know). Posters made by the children advertise this and are attached to the main door on the inside. All teachers and Teaching Assistants have a key fob for this door.

Visitors, signing in, wearing of badges and interaction with pupils

Please see Appendices 1 and 2 attached for *Information for Visitors; Interaction with pupils; Plan for Visitor Badges*

Risk Assessment

(LA Ref: E6)

A written assessment of all activities that involve a significant risk to health or safety should be produced, in which the hazards, risks and necessary precautions are identified. The Health and Safety Team provides further guidance and several general assessments have been issued to schools. However, most assessments are best done in light of the particular circumstances in the school, and by school staff.

With regard to teaching, in most cases identifying and adopting the relevant reference books and/or HAZCARDS, and noting any variations or special circumstances existing in the school, will be sufficient.

Where appropriate, the precautions detailed in the risk assessment should be transcribed into relevant working documents, such as a lesson plans or worksheets. Risk assessments should be numbered for easy retrieval.

Manufacturers' safety data sheets should be obtained for all hazardous products used in school (except where HAZCARDS are provided for Science chemicals). Risk assessments should be completed for all activities. Further information is contained within the COSHH section of the LA Safety Policy **(LA Ref: H1)**

All teaching staff at Seaton Sluice First School carry out their own risk assessments for appropriate activities using the LA system EVOLVE. The Head Teacher is the EVC.

Manual Handling

(LA Ref: L1)

A written assessment of all manual handling tasks likely to involve risk of injury should be produced. Wherever reasonably practicable, procedures and practices should be changed to eliminate or otherwise reduce manual handling tasks.

Display Screen Equipment *(LA Ref: L2)*

Staff who are using a computer workstation regularly and for a significant part of their working day should be provided with a suitable workstation, ergonomically designed to minimise the stresses and strains of this type of work. In practice this requires the provision of adjustable furniture to provide optimum support and comfort for the user and a clear screen display which is set up to avoid unwanted reflections.

Each school should have a member of staff who is trained in carrying out DSE workstation assessments. All workstations must be assessed periodically and new workstations must be assessed before being put into use.

In 2000 the costs of eye tests for users and the provision of corrective spectacles, where deemed necessary solely for DSE use, were delegated to schools.

Machinery and Work Equipment *(LA Ref: G1)*

All new machinery and work equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order.

Educational Visits

A School Educational Visits Coordinator (EVC) should be appointed and attend the County Council's recognised training course. The EVC should ensure that members of staff have access to the County Council's guidance for educational visits. In the case of Category 2 visits the school must submit the correct forms online via 'Evolve' to the Outdoor Education Safety Adviser for approval.

The EVC should ensure that risk assessments are in place to cover the trips made by the school for both Category 1 and Category 2 visits. All school visits must be supervised by a trained Visit Leader.

Play Equipment

The school play equipment is to be checked regularly by school staff and inspected at least annually by a competent contractor via the SLA with Community and Environmental Services. For further information C&ES should be contacted on (01670) 533490.

The Head teacher and caretaker carry out site inspections half termly when outdoor equipment is checked.

Further details about outdoor play equipment can be found in section G5 of the Children's Services Health and Safety Policy.

Information and Training

Staff will be provided with appropriate information and training to enable them to undertake and supervise school activities. Examples of such activities include the safe use of substances, machines and other items of work equipment. Any specialist safety training requirements should be identified through training needs analysis, prioritised and costed to allow appropriate allocation of the school's training budget.

Personal Protective Equipment *(LA Ref: L7)*

Where PPE is identified as a control measure in a work activity risk assessment, the equipment selected must be appropriate for the task so as to ensure that it will provide adequate protection and must be compatible with other equipment in use.

The assessment should be reviewed if there is significant variation in the activity. Advice on the selection of PPE is available from the Health and Safety Team.

All PPE must be maintained in good working order, and any defect reported immediately to the Head of Department, for repair or replacement.

Respiratory protective equipment (RPE) must be maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at monthly intervals (3 monthly where use is infrequent) by the Head of Department. A written record will be kept for inspection. Alternatively, disposable RPE can be used provided that this is suitable for purpose and worn in line with the manufacturer's instructions.

Subject Areas

Each subject area within the school may have health and safety arrangements that are unique. Where appropriate, Subject Coordinators may submit a summary of key issues and procedures for inclusion in the School Safety Policy. Topics may include:

- How safety is planned and managed within the Department
- Where safety information is filed
- Special safety rules
- Responsibilities of certain individuals with regard to safety tasks or functions
- Special training requirements
- Liaison with regard to safety tests and inspections

- Maintenance of equipment, etc
 - Provision of protect
- APPENDIX 1

Welcome to Seaton Sluice First School
Information for Visitors

We are committed to the safety and well-being of all pupils, staff and visitors in our school. With this in mind, we ask that all visitors read and agree to the following before entering the school.

- Please enter and exit the site from the main reception and sign in and out
- You will be issued with a visitor's badge. Please wear it at all times when you are on the school site
- Green visitors' badges are issued to those visitors working with pupils, red badges to those who are not and orange to those who may work with children in the presence of school staff
- A male/disabled toilet is located near reception. Ladies toilets are located next to the staff room. Please do not use any other toilets during your visit
- Please do not interact with pupils unless this has been agreed with a member of staff
- Inappropriate behaviour or language on site will not be tolerated

FIRE

- If you hear the alarm, please leave the building by the nearest exit and go to the fire assembly point on the school yard
- If you are working with pupils, please escort them out of the building to safety

FIRST AID

- First aid kits are available in the main office and Community Room marked with a green label with white cross
- If a child injures themselves when you are working with them, please ensure you complete an accident form, available in the office, before you leave school

MOBILE PHONES, CAMERAS etc

- Please do not use your mobile phone in school unless it is in connection with your business
- Do not take/use images of pupils unless given permission by a member of staff
- Do not leave equipment unattended

INTERACTION WITH PUPILS

If your role requires you to interact with pupils, please:

- Present photo ID and other relevant documentation when requested by office staff on your first visit
- Report any concerns you have immediately to the teacher you are working with.
- The Head Teacher, Mrs Amanda Bennett, is the Designated Person in charge of Child Protection and e-safety.
-

APPENDIX 2

Plan for visitor lanyards

Badges saying VISITOR on RED lanyard

To be worn by people who come onto school premises and will not be having any contact with children. Children will know that they should not talk to or be approached by these people.

Badges saying VISITOR on YELLOW lanyard

To be worn by people who come on to school premises and may or may not be having direct contact with children and will always be accompanied on their visit by GREEN badge wearers or school staff. Children will know it is 'safe' to talk to these adults providing there are school staff present.

Badges saying VISITOR on GREEN lanyard

To be worn by people who come on to school premises and will be working 1-1 with children or in small groups. They will have a DBS check and children will know these people are 'safe' to talk to.

Badges saying VOLUNTEER on a BLUE lanyard

To be worn by any volunteer who is working in school alongside members of staff. All of these people have a DBS check.

Badges saying VOLUNTEER on an ORANGE lanyard

To be worn by members of the PTFA who are involved in fundraising activities within on school site.

Badges saying GOVERNOR on PURPLE lanyard

To be worn by governors who come on to school premises to observe aspects of school to gain a clear understanding that will inform the school development plan. They will have a DBS check and children will know these people are 'safe' to talk to.