



Petersfield Church of England (A) Primary School Staff & Visitors Health & Safety Procedures

Welcome to Petersfield Church of England (A) Primary School. The pupils, staff and governors hope you enjoy your visit. We will be happy to assist you in any way to enable your visit to be an enjoyable and productive experience.

Visitors are required to read and agree to follow our Safeguarding statement shown by the door and in the signing in book. Visitors are asked to take the time to read this leaflet at the earliest opportunity to ensure that everyone complies with the schools Safeguarding and Health and Safety procedures.

Signing in/out book

Please make sure that you sign our Visitors or Contractors Book. You will be given a lanyard. The lanyard must be worn at all times whilst on the school grounds. Please also remember to sign out at the end of your visit and return the lanyard.

Safeguarding checks

The office staff will ask to see any ID or DBS checks prior to your visit. If any of these items are not available for contractors, a follow up call with your office will be required and our Headteacher will be informed. Volunteers must attend an induction before they help in the school. Please see our Volunteer co-ordinator, Mrs Peachey.

Cars on school premises

Only authorised vehicles are permitted to park on the school grounds. Please be considerate of our neighbours when parking near to the school.

Pedestrian gates

To comply with our Safeguarding procedures, our pedestrian gate is locked at 8:55am every morning and re-opened at 3.10pm. To gain access outside of these times, please go to the main entrance and speak to the office staff.

First aid/if you are taken ill

If you are taken ill or you have had an accident whilst on the school premises, please seek advice from the school first aider.

We have a team of fully trained First Aid personnel (office staff) together with staff who are qualified in First Aid in the Work Place.

You may be required to complete an accident form for our records.

Fire bell guidance for visitors

- When the emergency alarm bell rings, please leave the school via the nearest exit and assemble on the field facing away from the building.
- Do not return into the building until permitted.
- Do not wander around inside the building looking for anyone.
- Do not collect any belongings as you leave.

Evacuation procedures for fire and emergency

Evacuation Procedures are displayed in every room. All adults must acquaint themselves with these procedures. There will be practices of these procedures every term.

It is the duty of **all members of staff and adults who are working with children** in the school to carry out the procedure below:

1. Sound alarm if you discover a fire.
2. On hearing the emergency alarm, stop whatever you are doing and line the children up in an orderly fashion.
3. Leave by the nearest exit, closing doors and windows behind you, and assemble outside in the main playground. Collect your emergency register from by the door to the classroom.
4. Take the register and when finished hold it up so that the office staff know you have finished. They will come to you to collect the register. Inform them immediately if anyone is unaccounted for. Wait for further instructions before you enter the building.
5. Children out of the classroom (i.e. toilets) should leave by the nearest exit and rejoin their class outside in the field, making sure they have told their teacher they are present.
6. If any classes are already on the field when the alarm sounds, they should remain there.
7. Do not allow any children or adults back into the school to collect personal belongings.
8. If it is not possible to use the classroom door to exit, use the other door to the outside area.
9. Encourage children to walk briskly but not to run.

Behaviour at Petersfield

Whilst the public are on our premises there is an expectation that behaviour by both staff and visitors, including parents of pupils, will meet certain standards. Abusive or threatening behaviour is not permitted. More information can be found in our Visitor Behaviour Policy available on the website or from Reception.

What to do if you have a concern or a child makes a disclosure to you

- 1. Concern:** something you have seen (e.g. bruise, mark), overheard or something a child has told you.
- 2. Listen:** let the child **T**ell you, **E**xplain to you, **D**escribe to you – do not interrupt or ask leading questions (TED)
- 3. Log:** write your concern on the orange logging form (found in the 'Room Folder' in all rooms) immediately and hand it to the Headteacher.
- 4. Report:** tell a member of the Designated Safeguarding Team – Karen Gwynn, Laura Penrose & Rachel Peachey



Mrs Karen Gwynn
Co-Headteacher



Mrs Laura Penrose
Co-Headteacher



Mrs Rachel Peachey
Deputy Head
(from Autumn 18)

Safeguarding, Behaviour & Health & Safety for Visitors

Visitors, please take a leaflet and read this important information.

**Welcome to
Petersfield Church of England (A) Primary School**
Hurdleditch Road,
Orwell
SG8 5QG

Tel: 01223 207382

office@petersfield.cambs.sch.uk
www.petersfield.cambs.sch.uk

Co-Headteachers

Mrs Karen Gwynn
Mrs Laura Penrose

Deputy Headteacher

Mrs Rachel Peachey

School Secretaries

Mrs Claire Davy
Mrs Vimi Ahuja

Working together to safeguard and enable all children to reach their full potential.

If you are unsure about anything or have any questions or concerns during your visit, please inform a member of staff immediately or let the school office know.

December 2018