

Security – please do not leave doors open which could lead to access by unauthorised people.

Fires

If you discover a fire:

- Proceed to the nearest 'BREAK GLASS' point and activate the alarm by pressing/breaking the glass cover
- Evacuate the building by the nearest exit. Signs will direct you to the nearest fire exit. Do not stop to gather personal belongings.

On hearing an alarm:

- Everyone should evacuate the building immediately via the nearest signposted exit. The assembly point is on the basketball court on the top tarmacked playground.
- Once assembled await further instructions and do not re-enter the school building until you have been instructed that it is safe to do so.
- There are fire wardens throughout the school who can assist you with evacuation. Please listen to and act upon their instructions.

Lockdown

If there is an external risk at all in school you will be notified by communication through the internal telephone systems. Clear instructions will be given about remaining where you are and awaiting updates. Any member of staff will be able to support and advise in the event of a lockdown.

Children

Please ensure that any children who are brought on school site, not on roll at the school, are supervised at all times. The school cannot accept liability for children injured whilst on school site. Children visiting the school with parents/carers remain your responsibility at all times.

Personal belongings

Please keep bags and personal belongings with you at all times, unless they are stored in agreement with a member of staff. This includes laptops, brief cases and paperwork, particularly that of a sensitive/confidential nature.

Contractors

If you are a contractor visiting our school to carry out works please pick up the additional information leaflet designed for Contractors and you must also view and sign the school Asbestos Register.



Warren Park Primary School

Safeguarding information for

Visitors

in School

Welcome to our school

Warren Park Primary School is committed to safeguarding and promoting the welfare of children and expects all staff, visitors and volunteers to show this commitment.

Hours of the Day

8.45	School begins
10.45 – 11.00	Playtime and coffee break
12.00	Lunchtime starts for Infants
12.15	Lunchtime starts for Juniors
1.00	Afternoon session begins
3.15	School ends

Website:	www.warrenpark.hants.sch.uk
Email:	adminoffice@warrenpark.hants.sch.uk
Chair of Governors:	Helen Fisk
Headteacher:	Elizabeth Cooper
Deputy Head:	Lynne Lofting
School Business Manager:	Jo Winslade
Site manager:	Richard Marsh
Caretaker:	Mike Lofting
Lead First Aider:	Amy Davies

Please note:- there must be no traffic movement on site between 8:40 and 8:55 and 15:05 and 15:25

People working in schools and those who visit are uniquely placed to notice signs and symptoms of abuse.

If you have any concerns about the welfare of a child/children and/or anything you experience or witness during your visit please ask to speak to one of our Safeguarding Leads:

Designated Safeguarding Lead (DSL): **Lynne Lofting Deputy Head and SENCO**

Deputy Designated Safeguarding Leads (DDSL): **Elizabeth Cooper Headteacher, James Wood Year 3 lead, Kathryn Banbury Year R lead.**

What to do if a child approaches you:

Remember that it is hard for a child to disclose and they may only ever do so once. They have chosen to disclose to you.

Do not promise confidentiality – explain you will need to talk to someone else.

Listen non-judgementally and stay calm and controlled. Try not to show shock.

Ask open questions to clarify but do not investigate – use what, when, where, how, tell, explain, describe but don't ask why as it implies guilt on the child's part.

Inform a DSL or DDSL immediately.

As soon as possible and before the end of the school day, record the concerns using a body map if necessary. Use the child's words, note context, time and date, avoid judgements and opinions and sign and date your statement.

You may wish to use the acronym TED to help clarify the details of what is being said: TELL, EXPLAIN, DESCRIBE. You can say 'Do you want to tell me anything else?' Questions should only be used for clarification and information gathering.

Safeguard yourself and speak with a child in a location where you can be viewed. It may be appropriate to keep doors open when speaking with a child and this can sometimes help to reassure them.

If in doubt discuss your concern with a DSL/DDSL

Other useful contacts:

In the case of an emergency, suspecting that a child may be at risk of immediate significant harm or a suspicion/disclosure relating to Female Genital Mutilation you must contact the police on 999.

Hampshire Children's Services

Office hours – 0300 555 1384

Out of hours – 0300 555 1373

You can also email Children's Services at childrens.services@hants.gov.uk

When you sign in as a visitor to our school, you are also signing to confirm that you have read and understood the contents of this information leaflet and understood the school policies and procedures for safeguarding.

Copies of all our safeguarding policies are on the school website and are available from the school office. Please also refer to our safeguarding prompt sheet.

Safeguarding concerns about a member of staff:

It may be that whilst visiting our school you observe a member of staff or adult working with a child/children and you may be concerned about their interaction with them. You may overhear something or see something which makes you feel uncomfortable. It is important that you report these concerns to the Headteacher as soon as possible. If the Headteacher is not available ask for the Deputy Head or if your concern is about the Headteacher, please ask for contact details for the Chair of Governors.

It is important to remember that it is not your responsibility to investigate concerns regarding Safeguarding and Child Protection, only to report them to a named DSL/DDSL.

HEALTH AND SAFETY INFORMATION

It is the school policy to ensure that every reasonable step is taken to prevent injury and ill health to people by protecting individuals from hazards at school. This includes pupils, staff and visitors, regardless of the reason for visiting. This is approached by:

- Assessing and controlling risk as part of the day-to-day management of the site and school activity
- Providing and maintaining safe, healthy and secure conditions, training and instructions so that people on site are able to carry out their duties effectively, safely and efficiently.
- Ensuring that a constant awareness and regard to health and safety is maintained in respect to all school activities.
- Carrying out scheduled periodic reviews to our policies and procedures.

Arriving on school site

On arrival, all visitors must report to the school office and are required to sign in. Visitors are required to visibly wear their visitor badge lanyard at all times. If representing another organisation then identification with regards this should also be worn.

All visitors are required to sign out at the end of their visit and return their lanyard.

Please be aware of our Traffic on Site policy – there must be no traffic movement on site between 8.40 and 8.55 and 3.05 and 3.25.

Smoking is not permitted in or around the school site

Disabled visitors

If you have a disability or an impairment and you feel you may require assistance whilst visiting our school and/or during an evacuation procedure, please notify the office staff of this when you sign in.

First Aid

For all first aid requirements please contact the school office, where a member of staff will dispatch a qualified first aider.

All accidents and near misses (something that happens that could have caused an injury or fatality) must be reported to the school office.