



MANOR PARK PRIMARY SCHOOL

Child Protection
and
Health & Safety

VISITOR INFORMATION



CHILD PROTECTION

The designated members of staff for child protection are:

Mrs R Swindell - Headteacher

Mrs S Jacoby - Deputy Headteacher

Mrs T Brown - Deputy Headteacher

Mrs D Perkins - Lead Learning Mentor

Mrs J Haines - Learning Mentor

Mrs K Buckley - Extended Provision Manager



Mrs R Swindell



Mrs S Jacoby



Mrs T Brown



Mrs D Perkins



Mrs J Haines



Mrs K Buckley

We take child protection seriously. Visitors are reminded that they should not work in isolation with one child nor should any child be left unattended. In the event that a child makes a disclosure of information, visitors are requested to contact either the Headteacher or the above named staff immediately, or in their absence another member of staff to enable the appropriate course of action. There should be no delay in reporting disclosures.

VISITOR AND VOLUNTEERS ONLINE ACCEPTABLE USE AGREEMENT

All visitors and volunteers at Manor Park Primary School must use technology responsibly and in line with safeguarding, data protection, and school conduct policies. This includes appropriate use of devices, internet, and communication tools, both on and off site. Personal devices should not be used with pupils, and all communication must occur through school-approved channels. Any concerns or breaches must be reported to the Designated Safeguarding Lead. The school reserves the right to monitor technology use to ensure safety and compliance.



FIRE PRECAUTIONS

In the event of a fire alarm sounding continuously at any time, everyone must leave the building immediately using the nearest fire exit - all are clearly marked. Please make your way to one of the assembly points which, depending on your location, are either on Key Stage 1 or 2 Playgrounds or at the front of the school.



FIRST AID

In the event of an accident, please contact a member of staff who will assist you and enlist the help of a trained person. First Aider lists are displayed near entrance doors, and can also be identified on the Staff Photo boards located throughout the school marked with a . If you have a medical condition which you would like us to be aware of, so that we can offer some help should it become necessary, please inform a member of staff on arrival.



PERSONAL SECURITY

Every visitor is asked to sign in on the screen at the main entrance and to wear a visitor's sticker showing the current date. Please keep bags and valuables with you at all times. If you do leave the building for a short time, please exit through reception, informing the office as you go. Please do not prop open any doors which could give access to unauthorised individuals.



AGGRESSIVE BEHAVIOUR

The school will not tolerate verbal or physical aggression towards its staff. Behaviour of this sort will result in removal from site and possible prosecution.



COSHH

If you are bringing materials covered by COSHH regulations onto the site, please leave a copy of the relevant documentation with the school office or site services officer.



WORK EQUIPMENT

Contractors coming onto site must report to the school office or site services officer before commencing work. All electrical equipment brought onto site must comply with current legislation, and have been tested in line with the Electricity at Work Regulations.

We thank you for co-operating with us in caring for your health and safety during your visit. Should you identify any short comings in our arrangements for health and safety, we would be pleased if you could draw it to the attention of staff in the school office, the Headteacher or the site services officer.

MANOR PARK PRIMARY SCHOOL

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