Safeguarding our pupils

The School and Trust recognises its prime responsibility to promote and safeguard the welfare of its pupils.

To protect pupils, visitors should ensure that any interactions are in open, observable spaces. Visitors should not behave in a way whereby their actions could be misinterpreted or behave in a way that may harm a child. No photographs are to be taken. Mobile phones can only be used for telephone calls and not for taking pictures. No contact with pupils should be entered into after having visited, i.e. via email or social networking sites. Please refer to the school policies for more detail where appropriate.

Confidentiality

Whilst in school, you need to be aware that anything you see or hear that relates to children, families and staff remains confidential and must not be repeated to anyone outside of the school.

If you do have any concerns, please speak to a member of the safeguarding team.

Designated Safeguarding Officer:

Susannah Hill

Andrea Williams

Deputy Designated Safeguarding Lead:

Twin Sails Infant School and Nursery:

Sara Coulter

Hamworthy Park Junior School:

Will Winton

BCP Children's Social Care:

01202 123 334

HAMWORTHY PRIMARY SCHOOLS

Blandford Road

Hamworthy

Poole

BH15 4AX

01202 672377

01202 677870

office@hamworthyprimaryschools.co.uk

HAMWIC EDUCATION TRUST

HEALTH & SAFETY GUIDANCE FOR VISITORS

This leaflet is designed to help you understand the measures in place to protect your Health, Safety and Security whilst visiting our school site.

Please take the time to read this information.

If you have any additional needs that we can assist you with to make your visit more enjoyable. Or you feel that you may require assistance in the event of a fire evacuation please let reception know

Thank you

Arrival on Site

You will be asked to sign the visitors signing in system and given a visitors badge, you will also be given a copy of this leaflet and signing in confirms receipt of it. Please wear your badge at all times. When leaving the site please sign out and return your badge to the reception. For your safety and for the safety of pupils, please do not walk around the school site unescorted unless given permission to do so.

Fire Safety

Should the fire alarm sound you should evacuate the building from the nearest fire exit ensuring doors are closed behind you. Fire Marshalls will assist you during an evacuation. Go to the evacuation point as directed

DO NOT RETURN TO THE BUILDING UNTIL INSTRUCTED TO DO SO

Security

Please keep briefcases, laptops and bags etc. with you at all times unless a specific area has been designated for you to store them. Please ensure that personal belongings and paper work are safe.

Do not walk around the school sites alone, unless you have signed in & are wearing a visitors badge & you have been given permission to do so

Health & Safety

The school has a H&S policy which is available if required. All staff and visitors have a statutory duty to co-operate with the requirements of this policy and to take care of their own Health & safety and that of others affected by their activities by;

- Supporting the school H&S arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with H&S arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised , for their own protection and that of others
- Reporting safety concerns to the Site Manager
- Reporting any incident that has led or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

First Aid

For all first aid requirements please contact the main school office. A trained first aider will be called to assist you or sent to the scene. All accidents or near misses must be reported to the office. If you have any specific medical needs please let us know in the strictest confidence so that we are aware.

Visitor Code of conduct

We ask that every parent/carer/visitor to our school:

- respects the caring ethos of the school;
- approaches school staff for help with any issues in an appropriate manner;
- corrects their child's actions, especially where they could lead to conflict, aggressive or unsafe behaviour.

We will not tolerate abusive, threatening or violent behaviour including:

- using offensive language or displaying temper;
- threatening, abusive or violent behaviour to any member of staff, visitor, fellow parent/carer, pupil or any other member of the school community;
- damaging or destroying school property;
- sending abusive or threatening emails or text/ voicemail/phone messages, or other written communications to anyone within the school community;
- defamatory, offensive or derogatory comments regarding the school or any of the pupils/ parent/staff, at the school on Facebook or other social media sites;
- approaching someone else's child in order to discuss or chastise them because of the (perceived/actual) actions of this child towards their own child;
- smoking, taking illegal drugs or the consumption of alcohol on school premises;
- dogs being brought on to school premises (other than guide/assistance or school owned dogs).