Safeguarding our pupils

The Trust recognises its prime responsibility to promote and safeguard the welfare of its pupils. To protect pupils, visitors should not put themselves in a position whereby their actions could be misinterpreted. Visitors should ensure that any interactions are in open, observable spaces. No photographs are to be taken without permission of the Headteacher (including children in backgrounds) 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.

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.

Hamworthy Park Junior School
Ashmore Crescent
Hamworthy
Poole
BH15 4DG

Email :
office@hpj.poole.sch.uk

TEL: 01202 677870

Twin Sails Infant School and Nursery
Blandford Road
Hamworthy
Poole
BH15 4AX

Email :
office@twinsailsinfant.co.uk

TEL: 01202 672377

HAMWIC TRUST
EDUCATION

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 a disability or any special 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 book 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 main entrance gate. A member of staff will then check your name off against the visitors book.

DO NOT RETURN TO THE BUILDING UNTIL INSTRUCTED TO DO SO

Lockdown

If the school goes into a lockdown situation, please stay calm and quiet and follow instruction from a member of staff.

Smoking

Schools operate a no-smoking policy, this includes the grounds as well as the buildings. Signs are displayed to remind staff & visitors of this.

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.

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.

Visitors are advised not to leave valuables in the car, however if this is unavoidable, please lock them in the boot.

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

In cases of abuse or threats to staff, pupils, parents or others. The school will ban such persons from entering the school site. The police may also be called.