



Hazelbury Primary School

Information for Visitors

Welcome to Hazelbury Primary School. The information in this leaflet is designed to ensure your safety and to safeguard all members of the school community. It covers:

Safeguarding Health and Safety / Security / Site Access / Fire Evacuation / E-Safety

If you need assistance, please go to the Main School Office, or telephone: 020 8807 3140

Car Parking

We have very limited parking available. If driving please park off-site in any of the surrounding roads. If you have parked onsite, you must not drive on and off site during the following hours 8.15 – 9.00 am and 3.00 – 3.40 pm

Signing In

All visitors must report to reception as soon as they arrive at School, sign in using the schools electronic visitor management system and collect a visitor's pass. The pass must remain visible at all times and be returned/ destroyed when signing out prior to leaving the School.

Any visitor in school who is not wearing an identity badge will be challenged politely to enquire who they are and their business on the school site.

Ensure that you read and / or follow any other protocol or policies that may be given to you by the school.

Staff, pupils and other parents and visitors must not be exposed to unacceptable behaviour from any visitor to the school no matter how frustrated or upset they may be.

Wi-Fi Access

- On request, visitors may be allowed password protected access to the school's Guest WIFI system
- Visitors accessing the school's WIFI system are alerted to our internet firewall and web filtering system which blocks sites deemed inappropriate for use in school and which generates daily a report detailing attempts to access sites blocked by the system.

Smoking

Smoking is prohibited anywhere on the school premises including outdoor areas.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all adults on site-including visitors-to share this commitment.

To safeguard the welfare of the children and young people in our care, we do the following:

- Disclosure Barring Service (DBS) checks are carried out on everyone regularly working in the school
- The DBS status of every adult working with our pupils is checked
- No adult without a DBS check will be left unsupervised and students at our schools
- Each school will undertake due diligence before inviting outside speakers to address pupils
- Contractors and other services working on site are required to meet safeguarding requirements
- Safe recruitment practice informs all recruitment processes and a colleague with appropriate training must participate in all appointment panels
- Hirers of the school site are subject to safeguarding practices
- All school staff are given safeguarding training annually (level one) and are conversant with the DfE guidance 'Keeping Children Safe in Education'
- Allegations will be dealt with quickly, fairly and with transparency
- Safeguarding procedures will be communicated to all staff, parents and visitors
- Our Child Protection policy is available via our website
- Our policy on safeguarding and child protection is available on our website
- Electronic security gates and doors are in use

- Use the TEDDY acronym to help you when talking to a child:



Tell me what happened

Explain what you mean

Describe what happened

Do not promise confidentiality

Your responsibility is to contact designated staff

Safeguarding Lead

The safeguarding lead is the Headteacher. Please report any concerns without delay.

Access to the School Site Pedestrian and vehicle gates

Very regular visitors may be provided with entry fobs once DBS clearance is secured. All other visitors must use the Intercom to gain access and then report to Reception in the main building.

Do not wander around the school unnecessarily and always follow instructions for moving from one area to another should you need to do so

First Aid

If you have an accident you may be required to complete an accident form for our records. There are qualified first aiders on site.

Toilets

Visitor (and staff) facilities are located in the main school building.



Laura Pearce

**Designated Safeguarding Lead
(Headteacher)**



Tanya Saunders

**Designated Child Protection Lead
(Assistant Head)**



Hulya Zeki

**Deputy Designated Safeguarding Lead
(Deputy Head)**



Melanie Bowman

**Deputy
Designated Safeguarding Lead
(Deputy Head)**



Ruth Nicholls

**Deputy
Designated Safeguarding Lead
(School Business Manager)**



Kathleen Cushnie

**Deputy
Designated Safeguarding Lead
(Deputy Head)**



Alexia Hilas

**Deputy
Designated Safeguarding Lead**



Deborah Holding

**Deputy
Designated Safeguarding Lead (After
School/Breakfast Club Manager)**



Louiza Loizides

Safeguarding LGB Lead

If you are concerned for a child's health, welfare or safety in any way you must speak to one of the above members of the safeguarding team before you leave the school site. Do not question the pupil or try to secure evidence. Your responsibility is to report your concern, not to investigate.

If a pupil tells you something that suggests that they are at risk of harm, allow them to tell you as much as they wish. Please reassure the pupil that you have listened and that you must pass on the information to the safeguarding team.

Health and Safety / Security

Health and Safety is a priority.

The School will take every reasonable step to prevent injury and ill health to personnel by protecting individuals from hazards at work. This includes pupils, staff and visitors to the School. This is enabled by:

- Following the procedures outlined in our Health and Safety Policy
- Assessing and controlling risk as part of the day-to-day management of school activities
- Controlling access to the school site
- Maintaining safe, healthy and secure working conditions
- Providing necessary training and instruction so that personnel are able to perform their various tasks safely and efficiently
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the School and during out of School activities
- Carrying out periodic reviews of the Health and Safety policy and updating risk assessments
- Your safety and wellbeing onsite is important to us. As a visitor you have a legal duty to care for the health and safety of yourself and others.

You are required to comply with safety procedures for your own protection, and that of everyone else in the school community.

Please report any concerns without delay to the member of staff supervising your visit, or to the School Reception or Health and Safety Lead- Julie Square.

Emergency Evacuation Procedure

The Fire Alarm is signalled by continuous ringing of the fire alarm bells.

If you discover a fire, press the nearest fire alarm button and tell a member of staff. The school will be evacuated and you must evacuate too.

The visitor's fire assembly points are:

The front of the school
The field at the back

No-one may re-enter the building until the all-clear is given by the Headteacher.

Lockdown Procedure

The emergency lockdown is used when it is necessary to restrict movement around the school site.

On hearing the alarm – whistles blowing / announcement through the phone system – visitors and contractors should proceed to the nearest office or teacher supervised classroom as quickly as possible. School staff will check their email for further information and instructions.

Visitors are politely requested to refrain from using any mobile or internet device during a lockdown until told by a member of staff that it is permissible to do so.

When it is safe to do so, the 'all clear' message will be sounded through the telephone system.