



### **TO BE THE BEST ME I CAN BE**

Crockerne Church of England Primary School

Westward Drive, Pill, BS20 0JP

Email: office@crockerne.co.uk

### **Visitor Information**

Head Teacher: **Mrs Emma Bray**

Designated  
Safeguarding Lead: **Mrs Emma Bray**

Deputy designated  
Safeguarding Leads: **Lucy Rees**  
**Tanya Slatter**

Telephone number: **01275 372659**

This leaflet provides the following information:

- Safeguarding
- Visitors and Contractors
- Fire and Emergency Evacuation Procedures
- First Aid
- Health and Safety
- Adult toilet facilities
- Security and car parking
- No-Smoking

Please take time to read this information leaflet, always wear your identification ID clearly and return it to the school reception when you sign out. Thank you.

### **Safeguarding:**

The school is committed to the highest possible standards in protecting and safeguarding the students in our care. During the school day visitors will be accompanied by a member of staff. Our aim is to promote a culture of being a safe environment for young people and the adults who work with them. This is achieved by:

- Ensuring that Disclosure and Barring Service (DBS) checks are carried out on all who regularly deal directly with pupils or have access to their personal information.
- Recruiting in line with guidance and safe practices.
- Working to promote a safe culture where there is a common understanding of risk management and judgement in relation to safeguarding.
- Ensuring allegations are dealt with quickly, fairly and with transparency and staff operate safe practice that does not leave them open to misunderstandings or malicious allegations.
- Providing staff with the necessary training to recognise concerns about children and take responsibility for acting quickly on those concerns.
- Communicating child protection procedures to all staff, parents and visitors.

**If you have a concern** that a pupil is being harmed, is at risk of harm or you receive a disclosure (i.e. a pupil talks to you intentionally or unintentionally and tells you confidential information) whilst you are at the school, you must contact the following staff member as soon as possible via the main school office reception.

Designated Safeguarding Lead: **Mrs Emma Bray**  
Deputy Safeguarding Leads: **Tanya Slatter**  
**Lucy Rees**

### **Fire & Emergency Evacuation Procedures:**

Fire Action Notices are displayed in every room, indicating the actions to be taken on hearing the fire alarm or discovering a fire. You must read them and familiarise yourself with the nearest emergency exit. You have a duty of care to protect yourself in the event of a fire. You should:

- Sound the alarm by operating the nearest break glass call point.
- Inform a senior member of staff.
- Leave the area of the building that you are in by following the exit signs using the nearest exit.
- Make your way to the fire assembly points, which are in the KS1 & KS2 playgrounds.
- Do not attempt to collect belongings from within the building.
- Upon arrival at the fire assembly point please report to a member of office staff taking visitor's registration.
- Do not re-enter the building until the all clear is given by the Head Teacher.

### **Visitors & Contractors:**

All visitors and contractors must report to the reception office, sign in in the appropriate book on arrival and before leaving the premises.

- All visitors and contractors must wear a badge when on site. If you are not wearing a visitor badge you will be challenged by staff.
- In the event of an evacuation, the person hosting the visitor is responsible for escorting him/her to the designated fire assembly point.

**Contractors shall be informed of the fire and emergency procedures that apply:**

- Action to be taken on hearing the fire alarm or discovering a fire.
- Fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures.
- The location of fire-fighting equipment and fire alarm call points in relation to the area of their work.
- Contractors/sub-contractors working on site when school staff are absent i.e. at night or at weekends, shall have adequate arrangements in place and know how to call the fire and emergency services.
- The risk of fire arising out of work undertaken by any contractor will be assessed and appropriate precautionary measures put in place.

**Personal Emergency Egress Plans:** If you feel that you would require any additional assistance in an emergency evacuation of the building please declare this at reception so that we can provide you with a suitable evacuation strategy.

**“Keeping children safe is everyone’s business”**

**First Aid:**

The school has trained first aiders on site during school hours. Should you require their assistance, please contact the school office reception. If you have an accident whilst at school, you must report it to a member of staff or the school office reception and complete the appropriate paperwork.

**Health & Safety:**

Crockerne Primary School regards the promotion of health and safety to be of the utmost importance for everyone who attends, works and visits the site. A copy of the full policy is available on the school website. It is school policy to ensure that every reasonable step is taken to prevent injury and ill health from hazards at work. This includes the pupils and visitors to the school, whether they are employed or attending site for other activities. This is achieved by:

- Assessing and controlling risk as part of the day to day management of school activity.
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel can 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.
- Periodic review of the health & safety policy as school activities and the associated risks change.

Please comply with our safety procedures, whether written or brought to your attention by other means.

**Emergencies – Lockdown:**

Lockdown procedures are in place. They could occur for example if an unauthorised/unidentified person(s) has been seen on the premises. Teachers and pupils will return to their classes and doors locked until the situation has been investigated and the all clear given. If a lockdown is activated authorised visitors should follow the advice from their supervising member of staff. Lockdown will be alerted by the means of a whistle blown.

**Adult toilet facilities:**

Staff and disabled toilets are in the lower school hall and in upper KS2. Should you identify a problem with any of our toilet facilities, please inform the office reception.

**Security and car parking:**

Visitors are advised not to leave valuables in their cars. Phones are to be switched off upon entrance to the school and remain out of sight for the duration of the visit. Briefcases, laptops and bags should always be kept with you or handed into the office staff for safe keeping. Personal belongings and paperwork should also be kept safe. Users of the car park on site do so at their own risk. Crockerne Primary will not accept liability for damage or accident to any vehicles or contents whilst on site.

**No Smoking/Vaping:**

The school operates a non-smoking policy, which includes no vaping on the entire school site.

**Lettings:**

All persons hiring the premises, or part of, will ensure that they have received the lettings policy, are aware of emergency procedures and there has been a two-way share of information i.e. risk assessments.