

Fire Procedures

Should the fire alarm go off please make you way out of the building following the fire exit signs. All rooms in the school plan on the wall and fire exit procedures.

The fire assembly point is on the school field.

Please make yourself known so that we are able to account for your presence.

Health and Safety

First Aid

Should you require first aid please speak to any member of staff or go to the school office.

Housekeeping

Health and Safety is the responsibility of all individuals. Please work with us to maintain a healthy and safe environment by informing the school office of any issues and exercising good standards of housekeeping.

Further Information

Please refer to our Safeguarding Policy which is available in the staffroom on the 'Safeguarding Information' Board and on the school website.

www.hartwellschool.com

Additional guidance is available from:



<http://northamptonshirescb.org.uk>



Hartwell Primary School

Safeguarding

A Guide for Visitors and Volunteers

Designated Safeguarding Lead

Mrs Jamie Pardon

Deputy Safeguarding Leads

Mrs Sally McCulloch

Mrs Adele Rees

Nominated Safeguarding Governor

Mr David Henderson



Safeguarding at Hartwell Primary School

Statutory Requirements

The single most important duty of anyone visiting or volunteering at our school is ensuring the safety of our children. Not only are these statutory obligations, we want to ensure that we create a positive, caring and safe environment in which to learn.

So, a condition of being welcome as a visitor or volunteer in our school is that we expect you to support the school in ensuring that all our children are protected at all times.

To do this we ask you to:

1. Make sure you know who the Designated Safeguarding Leads are in school.
2. Be aware of the ways you can report any concerns you may have.
3. Agree to abide by our Code of Conduct for visitors and volunteers.

Designated Safeguarding Lead



Mrs Jamie Pardon, Headteacher

Deputy Safeguarding Leads



Mrs Sally McCulloch, Deputy Head



Mrs Adele Rees, Inclusion Manager

If you have a concern about any member of our school community, please speak to one of the DSLs above.

Cause for Concern forms are available in the staffroom from the 'Safeguarding information' board.

We understand that people are sometimes unsure whether they should report something or not. Our advice would always be that if something makes you feel uncomfortable then speak to a DSL and record your observations on one of our forms. It is the role of the DSL to decide what action to take.

Code of Conduct for Visitors and Volunteers:

- Sign into school when you arrive, sign out when you leave and wear your identification badge at all times.
- Act as a positive role model at all times, displaying high standards in the use of language, manner, punctuality and preparation.
- Keep information confidential.
- Inform a member of staff of any inappropriate behaviour.
- Report any concerns about welfare of any member of our school community.
- Follow the instructions given to you by the staff member you are working with; if you are working with children, respect the guidance of the teacher at all times.
- Avoid any situation where you are working alone with a child, out of sight of school staff.
- Never share any personal information such as telephone numbers, email addresses or social media contacts with a child. If a child tries to share their details with you, you should inform a member of staff as soon as possible.
- Never use your mobile phone in a teaching area nor take photographs or videos on a personal device.