

## First Aid

In the event of an accident, even if personal injury is not sustained, please contact the School Business Manager, Mrs V Baker, who will direct you to a first aider. You will be asked to complete an accident/incident form.

If you have a medical condition that you would like us to be aware of, or in case of emergency, please indicate this to the office staff on arrival or to the School Business Manager during your induction meeting.

First Aid Kits are available at the Reception Desk, Learning Mentor Room, and the Butterflies Room.

Between 8.30am and 3.30pm there are always qualified first aiders in school. Should one be required please ask at the reception desk for assistance.

## Facebook and other Social Networking

If you are a regular visitor to school you need to take extra care to ensure that you maintain appropriate contact on social networking sites. You should not 'make friends' with children from Brook Primary and it is recommended that care should be taken when 'making friends' with parents of children at the school. Communications on social media should always be respectful and should never mention work carried out in the school on any occasion.

## Fire Precautions

In the event of the fire alarm sounding, all visitors must leave the building immediately using the nearest fire exit – clearly marked with green and white signs. The assembly points are the playground and car park, where we request you report to School Business Manager, Mrs V Baker.

Do not re-enter the building unless you are informed by a member of staff to do so.

## Contractors

Contractors must conduct their activities so that conditions and methods used are safe for their own staff, subcontracted staff, school employees, pupils and any others who may be affected by their undertakings at the school. This is highlighted in the Health and Safety At Work Act etc. 1974 and other relevant statutory provisions, and our own Health and Safety Policy which is available to inspect at all times.

Contractors and their employees are only allowed to enter parts of the school which are directly concerned with the work they are contracted to carry out, including all agreed access and egress routes. School plans are available from the main reception.

Contractors are required to use appropriate barriers and signage and are not allowed to park anywhere on the school site except in the designated parking areas unless they have prior permission from the school. Radios cannot be used during the school day.



Safeguarding  
and  
Health and Safety  
Information  
for  
Visitors and Volunteers

## **Welcome to Brook Primary School. We hope that your visit is an enjoyable one.**

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the person who gave it to you if you are unclear about anything in it.

Please keep this leaflet safe so that you can read it again, if you need to.

### **Security**

All visitors should report to reception on arrival to sign in, showing proof of identity if requested. All visitors will be issued with a badge which should be worn and visible at all times during your visit. Please remember to sign out at the end of your visit.

### **Photography**

This is strictly prohibited unless requested by a member of staff, in which case photographs may only be taken on school equipment.

### **Non-Smoking Site**

In order to maintain a healthy and safe environment, smoking (in any form, including e cigarettes) is not allowed within the school buildings and grounds.

### **Mobile Phones**

Visitors should not put themselves in to a position where their actions could be misinterpreted. Mobiles must be switched off and not in use whilst in the presence of children. Visitors and volunteers are not allowed to use mobile phones in the school premises for anything other than making or receiving urgent phone calls and they must be used away from children.

## **Safeguarding**

All those who come into contact with children, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

Should you have a child protection concern, please ensure that you report it immediately to the class teacher, who will report this to the Designated Safeguarding Lead, or report directly to the DSL via the school office.

You may be asked to complete a concern note regarding the incident. In this event you must use the exact words or phrases the child used. Please read the Child Protection policy which is available on the school website, for further information.

### **Key School Contacts**

#### **DSL**

*Miss Sheryl Nicklin*

#### **Deputy DSL**

*Mrs Marie Fellows*

#### **Deputy DSL & Prevent Lead**

*Mr Matt Allen*

#### **Deputy DSL**

*Mrs Jennifer Crump*

#### **Deputy DSL**

*Mrs Rebecca Taylor*

#### **Deputy DSL**

*Miss Hannah Didlock*

#### **School Business Manager**

*Mrs Victoria Baker*

#### **Chair of Governors**

*Mr Pete Simpson*

**In an emergency call The MASH Team on:  
0300 555 0050 or  
Out of hours: 0300 555 8574**

## **Prevent**

As a school we recognise that safeguarding against radicalisation is no different from safeguarding against any other vulnerability. All staff are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. If you have concerns that a member of our school community may have been radicalised, please report to the Prevent lead/ DSL or police immediately.

### **Enhanced Disclosures**

All staff and regular volunteers require a Disclosure and Barring service. Enhance Certificate (DBS). If you don't have a DBS you are not allowed to work unsupervised with our pupils. You must be with a chaperoning adult at all times.

### **Confidentiality**

As a visitor to the school you may be privy to information disclosed about pupils or staff. Under the Data protection Act 1998 this privileged information should never be shared outside of school under any circumstance.

### **Health and Safety Equipment**

There are a variety of health and safety devices located around the school which may be used in the event of an emergency.

### **Behaviour**

Adult behaviour must provide an appropriate model for children. Swearing and rude gestures are unacceptable.