



## **Harrison Primary School**

### **Safeguarding and Health & Safety information and guidance for visitors and volunteers**

Welcome and thank you! We recognise and truly value the contributions that volunteers make to our school. We appreciate you taking the time to read this important information so that your time at Harrison is safe and successful for you and the children that you work with.

The **United Nations Convention of the Rights of the Child** is at the heart of our school and thus underpins our ethos, curriculum, attitudes, learning behaviours and class management. We strive for continuous improvement and excellence in our provision to ensure that all children can succeed.

We aim to provide a safe and healthy learning and working environment where all can thrive and be happy to work or learn.

#### **Safeguarding**

All volunteers and visitors must be aware of the school's systems for supporting child safeguarding, including the role of the school's Designated Safeguarding Lead (DSL).

In this school the DSL is **Sara Gmitrowicz, Executive Head teacher** & DDSLs are **Kirsty Eddleston, Sarah Thornley & Anneke Ring**.

All adults working and volunteering at Harrison Primary School have a key role to play in identifying concerns early and in providing help for children.

To achieve this, they will:

- establish and maintain an environment where children feel secure, are encouraged to talk and are listened to
- ensure children know that there are adults in the school whom they can approach if they are worried about any problems
- plan opportunities within the curriculum for children to develop the skills they need to assess and manage risk appropriately and keep themselves safe
- attend training in order to be aware of and alert to the signs of abuse
- maintain an attitude of "it could happen here" with regards to safeguarding
- record their concerns if they are worried about a child and report these to the class teacher or Designated Safeguarding Lead (DSL) that day
- follow the procedures set out by the Hampshire Safeguarding Children's Partnership and take account of guidance issued by the DfE
- treat information with confidentiality but never promising to "keep a secret"
- notify the Designated Safeguarding Lead (DSL) of any child on a child protection plan who has unexplained absence

We are a 'Rights Respecting' School whose ethos promotes respect for all. Please bear in mind that you may overhear conversations about children and families when you are in school. This information is confidential and must never be discussed out of school.

**All volunteers and visitors must read our Safe Working Practice Policy/Code of Conduct and 'Dos & Don'ts' of working with children documents.**

### **Dealing with disclosures and confidentiality**

Whilst volunteering at Harrison, you will talk to many children who may share personal information with you. We expect all information to be treated as confidential. Any volunteer who is approached by a child should listen positively and try to reassure them. You should not promise complete confidentiality and should report all concerns to the child's class teacher in the first instance.

If you feel that the child is in immediate danger you should report your concerns to:

- Sara Gmitrowicz, Executive Head teacher and Designated Safeguarding Lead (DSL)
- Kirsty Eddleston, Head of School and Deputy Designated Safeguarding Lead (DDSL)
- Sarah Thornley, SENCo and DDSL
- Anneke Ring, Lead for Pupil Wellbeing Team and DDSL.

**Child Protection:** if you have any concerns about the welfare of any child during your visit please report your concerns to the Executive Head teacher or one of the Deputy Designated Safeguarding Leads.

Any concerns regarding a member of staff or volunteer must be shared with the Head teacher. Any concerns regarding the Head teacher must be raised with the Chair of Governors.

### **Health & Safety**

We expect all volunteers to comply with the School's Health and Safety policy and to take care of their own health and safety and that of others whilst in the school.

Karen Willson is our Site Manager with responsibility for a wide range of health and safety duties. If you have any concerns whilst at school, please inform her; she will be pleased to hear your comments. She is also our Fire Safety Co-ordinator and trained accident investigator.

Any accident, incident or injury involving staff, visitors or volunteers must be reported to the school office.

### **Arrival:**

The School reception is located in the main entrance.

On arrival you will be asked to sign the visitors' book and given a visitor badge which you must wear during your time in school.

When leaving school, you must sign out at reception and return your badge.

### **Fire Safety:**

On discovering a fire:

- Sound the fire alarm by pressing the glass at a call point situated by fire exits. A fire bell will sound. Calmly evacuate the building from the nearest available exit and go to the muster point on the large playground.
- Report to the duty officer (Head teacher or member of senior leadership team), informing them of the type and location of the fire
- Wait for instructions to enter the school.

Fire safety procedures and evacuation routes are readily available for all staff to read in all rooms.

### **Disabled visitors:**

If you have a disability and require assistance during the evacuation of the school, please inform reception staff on signing in.

## **Keeping Safe:**

Please ensure that you protect yourself from vulnerable positions when you are in school. Take care not to be alone in a secluded area with a child. Avoid unnecessary physical contact with children.

## **First Aid:**

Please contact trained First Aiders in the school office for First Aid requirements.

Please tell them the name of the person and the extent of their injuries.

The names and locations of the first aid trained staff on site are listed in the First Aid policy and also clearly signposted around the school.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

## **Emergency Procedures:**

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plan.

## **Bomb warnings and threats:**

- The fire alarm will sound if the decision to evacuate as a result of a bomb threat is made
- Immediately evacuate the building by the nearest exit ensuring doors are closed behind you
- Go to the muster point on the large playground
- Report to the duty officer
- Return to the school only once instructed to do so.

## **Security:**

Please keep briefcases, laptops and bags with you whilst in school. Also, please keep your personal possessions with you at all times. Unfortunately, we cannot take responsibility for any loss or damage.

## **Smoking:**

We operate a non-smoking policy, which includes the grounds and the buildings.

## **Car parking:**

As parking is limited, we advise visitors to park in the bays on Harrison Road.

## **Violent Incidents:**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at Harrison Primary School.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

## **Vulnerable Persons:**

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions etc.) working or visiting the school, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.