



*St Francis Church of England Voluntary Aided Primary School*

## Health and Safety for Volunteers and Visitors to St Francis Primary School and Nursery

(includes Handout)

Policy drawn up by Administrator

Date October 6<sup>th</sup> 2015

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V1.0	October 2015	Policy prepared
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Review date March 2019

# Health and Safety for Volunteers and Visitors to St Francis Primary School and Nursery

St Francis Church of England Primary School vision is:

We believe that all children are a gift from God.

They are all special and should be allowed to develop and grow in a nurturing environment secure in the knowledge that they are cherished.

All of our children will leave the school with special memories and having achieved personal success, whilst being equipped to take their next steps in the journey of life.

Our Christian beliefs and values inform everything we do and achieve, and we encourage our children within an ethos of trust to reflect on their own values and faith in a supportive environment.

## Ethos

This policy applies to all staff, Governors, parent helpers, volunteers, maintenance workers and other adults who come in to our school.

Staff and visitors work collaboratively to ensure the very best for all of the children in our care. Therefore it is important that information shared during a visitor's time in school remains confidential to protect all children.

Key staff for visitors to be aware of are:

Health and Safety Officer	Mrs Joy Farrell	Headteacher
First Aid Coordinator	Mrs Celia Shore	TA
Officer Manager	Mrs Gabby Clark	
Designated Safeguarding Lead	Mrs Joy Farrell	
Deputy Headteacher	Mrs Hester Millsop	

Adults are only permitted to work with children in schools with Enhanced DBS (Disclosure and Barring Service) clearance. Other volunteers, visitors or adults working in school must be accompanied by a member of staff at all times.

## SAFEGUARDING

St Francis follows procedures outlined by the local Safeguarding Board and take account of further guidance issued by the DFE and the Local Authority.

Any adult in school who receives a disclosure of abuse or suspects that abuse may have occurred must report it immediately to the Designated Safeguarding Lead, or to another designated member of staff (Deputy Headteachers). The matter may then be referred to Social Services by telephone (01793 466903 or out of hours 465333).

Visitors are not permitted to use mobile 'phone cameras, or other devices with recording facilities to obtain images of children whilst on school premises.

## CONFIDENTIALITY

Visitors are expected to respect the confidentiality of meetings or interactions with our children and staff, and not to discuss issues or individuals in open areas of the school or in front of other children or adults.

## SECURITY

All visitors are required to sign in at the school office and show identification. Here, a visitor's badge or sticker will be issued which should be worn at all times whilst on school grounds. Time of arrival, purpose of visit and details of a contact staff member are recorded. On leaving, the visitor must sign out and return the badge.

A visitor may be challenged by staff or pupils when not wearing a badge.

The main entrance to the school has a controlled security lock door and pupils are not permitted to open that door to anyone.

## FIRE EVACUATION AND DRILLS

In the event of a fire, the alarm should be raised immediately, which will alert the alarm company who will check whether or not it is a drill. In the meantime, the school should be evacuated onto the playground at the rear.

- Visitors to Nursery should congregate with Nursery staff
- All other visitors should gather near the wooden shelters. Staff with guests will escort them out with them.
- Office staff will account for visitors

Visitors should note that all escape routes are clearly marked with fire exit signs and escape corridors should not be obstructed.

All doors should open easily and fire doors should be kept closed when not in use.

## ACCIDENT REPORTING

In the event of an accident, visitors must liaise with the nearest member of staff, who will have all received first aid training. Children who are unwell or who have an injury, in particular a head bump, should be taken to the school office and the class teacher made aware.

A reportable accident is an accident that happens to *anyone* on site in school that results in major injury, injury involving incapacitation for longer than three days, or death. Staff in the office will have the relevant paperwork for this.

## FOOD SAFETY

As St Francis is a 'nut-free' environment due to the potential for severe allergies, visitors are requested not to bring in any foods that may contain nuts.



St Francis aims to provide a safe and healthy work environment for staff, pupils and visitors alike.

We hope you have enjoyed your visit and would be grateful for any suggestions or comments to help us make improvements. These can be made at the school Office.

We look forward to seeing you at our school again.

*St Francis is a totally non-smoking site and smoking is not permitted anywhere on our grounds or within any of the buildings or out-buildings.  
Thank you for complying with this policy.*



St Francis Church of England Primary School

where God's gifts begin their journey to gain, attain and grow into lifelong learners

Aiken Road, Taw Hill, Swindon SN25 1UH  
Tel: 01793 727624

## A Guide for the Health and Safety of Volunteers and Visitors

Welcome to St Francis Church of England School and Nursery. The safety of our children, staff and adults visiting the school is of the highest priority to us. This leaflet will help you to understand the measures in place to protect your well-being and security whilst you are with us.

Our key members of staff are:

Health and Safety Officer	Mrs Joy Farrell	Headteacher
First Aid Coordinator	Mrs Celia Shore	TA
Officer Manager	Mrs Gabby Clark	
Designated Safeguarding Lead	Mrs Joy Farrell	
Deputy Headteacher	Mrs Hester Millsop	

## **1. ARRIVAL**

### *Car Parking*

Parking is available within the village centre car park opposite the school, or sometimes in the staff car park adjacent to the school.

### *Disabled visitors*

There are two disabled parking bays in the staff car park, with flat access into and around the school, as well as the majority of the grounds (there is a field). There is a through-floor lift to the second floor, though wheelchair users and those with restricted mobility should be aware that classrooms have narrow access around the children's tables and equipment.

Should you feel that you may require assistance during your visit, or in the event of an evacuation, please advise the school office when you sign in.

### *Registration*

On arrival, please buzz the door at the main entrance to gain entry. You will be asked to sign the visitors' book and be issued with a visitor's badge or sticker. The relevant member of staff will be contacted to meet you and you will be directed or escorted to the location of your meeting.

## **2. SAFEGUARDING**

All visitors are expected to observe safeguarding procedures and if inappropriate behavior is witnessed, including racism, dangerous actions, or any form of abuse, contact our Designated Safeguarding Lead (Head Teacher).

## **3. FIRST AID**

For all first aid requirements, please contact the school office staff. Be prepared to give information about the extent of the injury/illness and the location of the person affected. All accidents should be reported.

## **4. FIRE SAFETY**

If you suspect there is a fire, sound the alarm by breaking the glass at a call point and notify the nearest member of staff immediately.

The fire alarm (a continuous bell) may sound whilst you are on site. Whether a drill or not, visitors **MUST** evacuate the school to the main playground at the rear of the building via the nearest fire exit, closing doors en route. If you are with a member of staff, he/she will direct you to the congregation point. Office staff will check that all visitors are accounted for. No one should re-enter the building until the Head Teacher (or representative) authorizes access.

## **5. DEPARTURE**

Visitors will be escorted back to the office to sign out and to return the visitor's badge.

## **VISITOR RESPONSIBILITIES**

- Visitors are expected to have made a prior arrangement with staff before arriving at the school and know who the contact is, what time the meeting/appointment is taking place and why
- Visitors should expect to show identification and /or be challenged at our school if not wearing a badge or sticker
- Visitors are expected to respect the confidentiality of meetings or interactions with our children and staff, and not to discuss issues or individuals in open areas of the school or in front of other children or adults
- Visitors are not permitted to use mobile phone cameras, or other recording devices to obtain images of children whilst on school premises
- Visitors are expected to be respectful and courteous to all staff, children and other adults during your time in school