



# South Bersted Church of England Primary School

## Child Protection and Safeguarding Information for Visitors

### School Statement

*The Governing Body takes seriously its responsibility to ensure that the wellbeing of children is safeguarded and promoted and works together with other agencies to ensure adequate arrangements within our school to identify, assess and support those children who are suffering harm.*

*We recognise that all Staff and Governors have a full and active part to play (consistent with their roles and responsibilities) in protecting our students from harm, and that the child's welfare is our paramount concern. We believe that our school should provide a safe, caring, positive and stimulating environment that promotes the social, physical, spiritual and moral development of the individual child.*

***If you are concerned for a child's health, welfare or safety in any way you must speak to Mrs Judith Greatorex (DSL – Designated Safeguarding Lead), before you leave the school site.***

If Mrs Greatorex is not on site, please speak to Mr Noel Goodwin (Deputy Designated Safeguarding Lead), or Mrs Bush (Deputy Designated Safeguarding Lead).

Do not question the pupil or try to secure evidence. Your responsibility is to report your concern, not to investigate.

If a pupil tells you something that suggests they are at risk of harm, allow them to tell you as much as they wish and let them know that you must pass the information on to a member of the Safeguarding Team.

If you become concerned about a pupil's immediate safety, notify the nearest member of staff and tell them why you are concerned.

If you have any questions or wish to see our Safeguarding Policy please contact the Lead.



**Mrs Judith Greateorex**  
Inclusion Co-ordinator

*Designated  
Safeguarding Lead*



**Mr Noel Goodwin**  
Headteacher

*Deputy Designated  
Safeguarding Lead*



**Mrs Rachel Bush**  
Deputy Headteacher

*Deputy Designated  
Safeguarding Lead*

## Health & Safety

The School places great importance on health and safety, and we trust you will help us to keep our school safe for all. The following basic arrangements have been prepared for your safety during your visit. You are requested to read these carefully and, if in doubt about any point, please consult your host.

## Registration – Fire Emergency

On entering or leaving the school premises, you should register your presence at Reception.

In the event of a fire evacuation, go immediately as directed to our Muster Point on the playground near the Key Stage 2 building.

Local Fire Instructions – exit signs are posted throughout the school.

You are requested not to depart from the Muster Point until you have been authorised to do so.

## Safety Policy

The School Safety Policy places a responsibility for everyone to ensure a safe and healthy working environment.

Visitors are expected to co-operate in the operation of this policy by reporting any unsafe practices or conditions they notice.

## Contractors

The school has a procedure which regulates your activity and which is designed to ensure, so far as is reasonably practicable, the safety of your employees, as well as the staff and pupils.

**Before work commences, the job should be discussed with Mrs Sandy Osman (School Business Manager) or Mrs Trudy Evans (Premises Manager) and safe working methods and practices agreed.**

### Asbestos

All contractors should refer to the asbestos register prior to undertaking any work to the fabric of the building. It should be noted that the asbestos register is a guide and all contractors should satisfy themselves that asbestos is not present prior to undertaking work.

### Accidents

All injuries must be reported and an entry made in the School Accident Book. In addition, all non-injury accidents (Dangerous Occurrences) must be reported to the office.

### Hazardous Substances

Should you be required to bring any hazardous material on to the school grounds, in connection with your work, you must notify us and make arrangements to keep it under control.

Supplies of flammable materials must be stored securely if left overnight and the whereabouts of L.P.G. cylinders notified to the Premises Manager.

### Environment

The school is committed to a progressive environmental improvement programme. As such, it expects its visitors and contractors to respect this and act accordingly, whilst on the grounds.