

SMOKING (including the use of e-cigarettes) is not permitted anywhere on the school premises.

FIRST AID AND HEALTH SUPPORT

All staff have had First Aid training within the last 2 years. In the event of you needing first aid, inform any staff member and they will assist or send for help.

Student medication such as asthma inhalers or epipens are kept by the class teacher in a classroom medical box. Other medication is locked securely in the medical cupboard in the staff room or the Reception stockroom.

The office team ensure that parents complete a medication form if there is anything that needs to be administered to a child during the school day. This is then communicated to the relevant staff, who may take on responsibility for administering medicine. After giving medicine, staff complete the table to indicate the medicine, dosage, and time given.

If you are in any doubt at all, please talk to either Mrs Cullum or Mrs Webster before administering any medication.

If an ambulance is required, please contact the office or any member of staff immediately.

HEALTH AND SAFETY

All visitors are subject to the Health & Safety At Work Act, 1974; Management of Health & Safety Works Regulations, 1999; and our Health and Safety Policy, which takes account of all statutory guidance.

If you become aware of any health and safety issues during your visit, please report via the school office to Mrs Natalie Cullum, Administrator or Mrs Elaine Webster, School Business Manager.

CAR PARKING

We are unable to accommodate any visitors' vehicles in our staff car park.

EVACUATION PROCEDURES

The emergency evacuation signal is a loud, constant ringing alarm. Should this sound, please leave the building by the nearest safe exit and proceed to the school field, at the rear of the school. Do not re-enter the building unless you are told it is safe to do so.

If you discover a fire, please alert others and activate one of the break glass points found in all areas of the school.

If you are teaching, please familiarise yourself with the fire arrangements for that classroom and where the alarms and extinguishers are sited.



An Academy

Safeguarding, Child Protection and Health and Safety

Information for visitors

2020 – 2021

Including COVID-19 update

This leaflet contains important information for visitors to our school and we ask that you read it carefully and carry it with you for reference.

If you have any concerns or questions during your visit, please ask any member of staff for assistance.

Mrs Mary James

Head Teacher

Key Safeguarding Staff

Our Designated Safeguarding Leads

		
Mrs Mary James	Miss Jodie Sadler	Mrs Jenny Malcolm

At Boughton Primary School, the safeguarding of our pupils is paramount.

All employees are subject to our Safer Recruitment procedures. Volunteers are welcome but must have a DBS. Further information about the process is available from Mrs Webster, School Business Manager.

REPORTING CONCERNS ABOUT A CHILD

Should you have any concerns relating to a child's welfare, or become aware of any other child protection issues, please ask to speak with Mrs Malcolm, Miss Sadler or Mrs James.

If your concerns persist, please contact the MASH team on 0300 126 1000, option 1.

OVERVIEW

We require all visitors to have due regard for their own safety and that of others, and to co-operate fully with our policies and requests.

COVID-19

Our full risk assessment relating to Covid-19 is on our website. Visitors are required to wear a mask or face covering (e.g. visor) and are asked to wash their hands or sanitise them on arrival in the building. We ask that all visitors sign in and out in order to help us manage our own track and trace system.

SIGNING IN/OUT

All visitors likely to come into contact with the children must show some form of photographic ID and details of their DBS, if appropriate, on their first visit to the school.

We expect all visitors, volunteers and contractors to the school to sign in at the office before entering the premises. They will receive a visitor's badge, which they should wear at all times. All visitors must sign out and return the badge on departure.

Please ensure all external doors are secure. Do not let anyone into school. Visitors must go via the main front door and ring the bell to gain entry. Contractors must ensure any necessary permits to work are complete before commencing work.

LANYARDS

Staff at Boughton are identifiable by their blue "staff" lanyards. Visitors wear a red lanyard and governors wear yellow. Governors are asked to complete a Governor Visit form each time they visit the premises in that capacity.

MOBILE PHONES

We expect phones to be stored away from the children (e.g. in bags/coats or handed in at the office).

Phones are not to be used around pupils at any time while on site, including on arrival or departure when visiting. If you must take an urgent call, please use the staffroom or staff toilets. We ask that you respect our safeguarding protocols and do not take any photos, videos or other form of recording whilst in our school, unless prearranged with the Head Teacher.

ATTENDANCE AND PUNCTUALITY

Our Attendance Policy is available on the school website. School **must** be informed of any specific collection arrangements by the child's parent.

PUPIL BEHAVIOUR

If, while visiting, you become aware of any issues with behaviour, including bullying or racism, please speak to Mrs Malcolm, Miss Sadler or Mrs James.