



Staff & Visitors

# Safeguarding and Health & Safety Information

**Bowes Primary School**

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[www.bowesprimary.org](http://www.bowesprimary.org)

# Welcome to Bowes Primary School

## Visitors Booklet

This following information outlines how we as a school and community ensure that our children are safe. As a Trust, we recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children. We recognise that all members of the school community, including volunteers and governors, should play a full and active part in protecting our children and ensure appropriate safeguarding is in place.

### **EXPECTED BEHAVIOUR WHILST ON SITE**

- We expect visitors to show respect and concern for others by supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school.
- All adults in school are always expected to be an excellent role model to the children.
- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers, visitors and outside agencies to share this commitment.
- For more information please refer to the Connect Education Trust visitor behaviour policy.

### **SIGNING IN**

- All visitors must report to reception as soon as they arrive at School, sign in using the schools electronic visitor management system and collect a visitor's pass. The pass must remain visible at all times and be returned/ destroyed when signing out prior to leaving the School.
- Any visitor in school who is not wearing an identity badge will be challenged politely to enquire who they are and their business on the school site.
- Ensure that you read and / or follow any other protocol or policies that may be given to you by the school.
- Staff, pupils and other parents and visitors must not be exposed to unacceptable behaviour from any visitor to the school no matter how frustrated or upset they may be.

### **CONFIDENTIALITY**

All staff receive a Code of Conduct, which they read and sign annually, stating their responsibility to remain confidential about any sensitive information and this is only disclosed on a need-to-know basis. All pupils and staff records are kept securely.

### **DATA PROTECTION**

All data is processed in line with current data protection regulations under the legal obligations placed on the school such as the Education Act, Children's Act and Health and Safety Act. A full copy of the privacy statement can be provided upon request.

## SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people and expects all adults on site-including visitors-to share this commitment.

- To safeguard the welfare of the children and young people in our care, we do the following:
- Disclosure Barring Service (DBS) checks are carried out on everyone regularly working in the school
- The DBS status of every adult working with our pupils is checked
- No adult without a DBS check will be left unsupervised and students at our schools
- Each school will undertake due diligence before inviting outside speakers to address pupils
- Contractors and other services working on site are required to meet safeguarding requirements
- Safe recruitment practice informs all recruitment processes and a colleague with appropriate training must participate in all appointment panels
- Hirers of the school site are subject to safeguarding practices
- All school staff are given safeguarding training annually (level one) and are conversant with the DfE guidance 'Keeping Children Safe in Education'
- Allegations will be dealt with quickly, fairly and with transparency
- Safeguarding procedures will be communicated to all staff, parents and visitors
- Our Child Protection policy is available via our website
- Our policy on safeguarding and child protection is available on our website
- Electronic security gates and doors are in use



**T**ell me what happened  
**E**xplain what you mean  
**D**escribe what happened  
**D**o not promise confidentiality  
**Y**our responsibility is to contact designated staff

## ACCESS TO THE SCHOOL SITE

- Pedestrian gates
- Very regular visitors may be provided with entry fobs once DBS clearance is secured.
- All other visitors must use the Intercom to gain access and then report to Reception in the main building.

Do not wander around the school unnecessarily and always follow instructions for moving from one area to another should you need to do so

## SAFER HANDLING

All members of staff have a duty of care to ensure all children are safe, this may mean that there is a physical intervention, albeit rarely. This happens only when necessary to protect a child and keep them safe. Select members of staff across the school have received training in safer handling.

## Designated Team for Safeguarding



**Effie Demetriou**

Designated Safeguarding Lead (Headteacher)



**Kelly Hitchcock**

Deputy Designated Safeguarding Lead (Deputy Headteacher)



**Miranda Thompson**

Deputy Designated Safeguarding Lead (Deputy Headteacher)



**Annick Sudre**

Deputy Designated Safeguarding Lead (Assistant Headteacher)



**Alex Monk**

Safeguarding Trustee

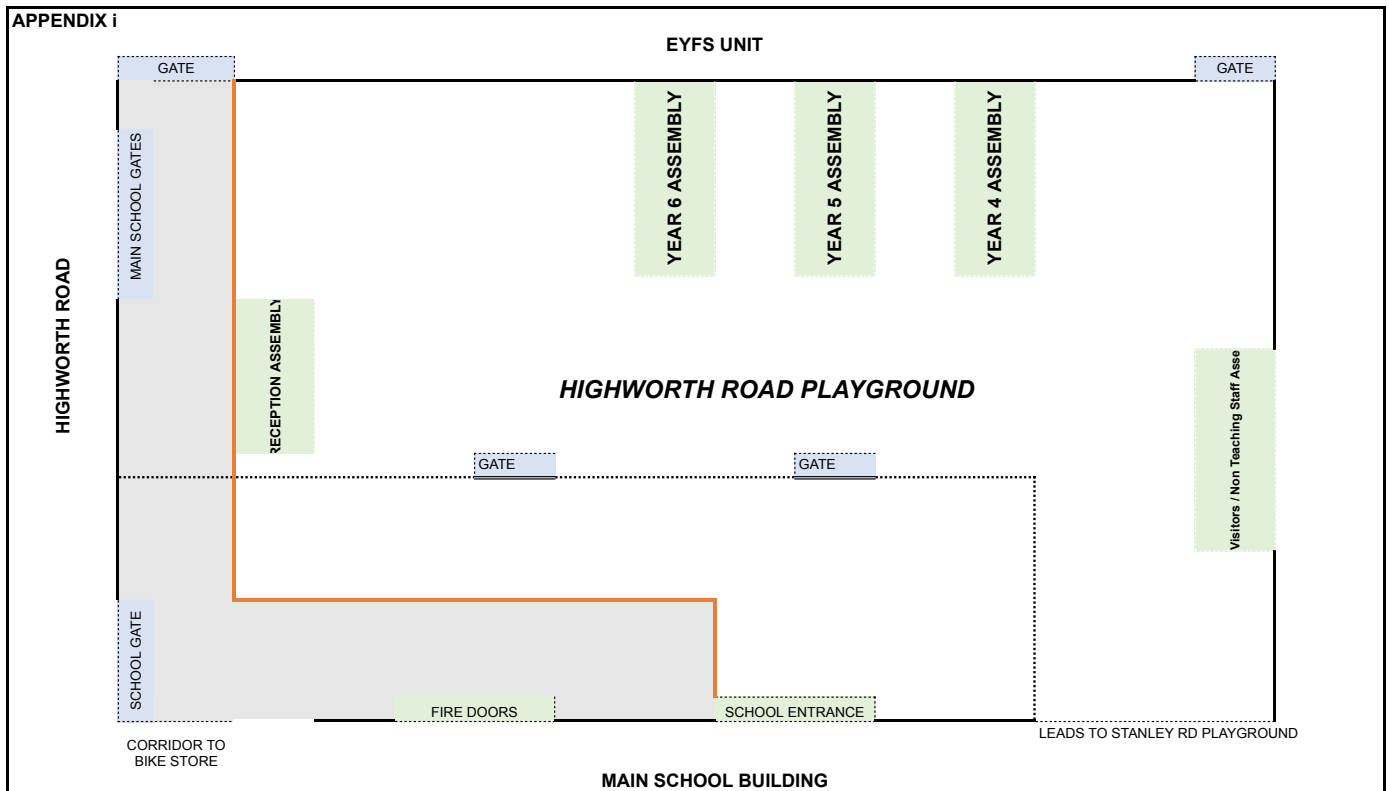
Please contact any of the people above if:

- Any pupil discloses information that causes concern
- You see any unexpected marks on a pupil's body
- If a pupil displays any concerning behaviour

**Please record any concerns/information on the Safeguarding Logging Concern Sheet and hand to one of the above people IMMEDIATELY!**

## EVACUATION PROCEDURES FOR FIRE AND EMERGENCY

Evacuation procedures are displayed in every room. All adults must acquaint themselves with these procedures.



## FIRE BELL GUIDANCE FOR VISITORS

- When the emergency alarm bell rings, please leave the school via the nearest exit and assemble in the closest playground.
- Do not return into the building until permitted.

## LOCKDOWN PROCEDURE

- The emergency lockdown is used when it is necessary to restrict movement around the school site.
- On hearing the alarm – whistles blowing / announcement through the phone system – visitors and contractors should proceed to the nearest office or teacher supervised classroom as quickly as possible. School staff will check their email for further information and instructions.
- Visitors are politely requested to refrain from using any mobile or internet device during a lockdown until told by a member of staff that it is permissible to do so.
- When it is safe to do so, the 'all clear' message will be sounded through the telephone system.

## USE OF TECHNOLOGY

- Use of the internet on school premises should be for school use only, e.g. accessing learning resources, educational websites, researching curriculum topics, use of email on school business.
- Please do not use mobile phones in student accessible spaces within the school.
- For more online safety advice please refer to the Connect Education Trust visitors protocol document.

## **WI-FI ACCESS**

On request, visitors may be allowed password protected access to the school's Guest Wi-Fi system. Visitors accessing the school's Wi-Fi system are alerted to our internet firewall and web filtering system which blocks sites deemed inappropriate for use in school and which generates daily a report detailing attempts to access sites blocked by the system.

## **SMOKING**

Smoking is prohibited anywhere on the school premises including outdoor areas.

## **FIRST AID**

If you have an accident, you may be required to complete an accident form for our records. There are qualified first aiders on site.

## **TOILETS**

Visitor (and staff) facilities are located in the main school building.

## **HEALTH AND SAFETY / SECURITY**

### **Health and Safety is a priority**

- The School will take every reasonable step to prevent injury and ill health to personnel by protecting individuals from hazards at work. This includes pupils, staff and visitors to the School. This is enabled by:
  - Following the procedures outlined in our Health and Safety Policy
  - Assessing and controlling risk as part of the day-to-day management of school activities
  - Controlling access to the school site
  - Maintaining safe, healthy and secure working conditions
  - Providing necessary training and instruction so that personnel are able to perform their various tasks safely and efficiently
  - Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the School and during out of School activities
  - Carrying out periodic reviews of the Health and Safety policy and updating risk assessments
- Your safety and wellbeing onsite is important to us. As a visitor you have a legal duty to care for the health and safety of yourself and others.
- You are required to comply with safety procedures for your own protection, and that of everyone else in the school community.

**Please report any concerns, without delay, to the member of staff supervising your visit. You could also report to the school reception or the Business Manager – Michelle Baptista.**

