Safeguarding Children at Halsford Park Primary School

It is the duty of all to report and log incidents which affect the safeguarding of children.
The following members of staff are Designated Safeguarding Leads at Halsford Park Primary School:



Mrs C Spencer
(Headteacher – Designated Safeguarding Lead)



Miss R Loftus
(Deputy Headteacher)



Mrs S Brewer
(Learning Mentor/ELSA)

If you have a safeguarding concern about a member of our school community (including low level concerns) or have a question regarding a safeguarding matter please ask to speak to one of the above.

If you are unable to speak to a staff member, please call intergrated Front Door (IFD) directly – 01403 229900.
You can also report via our website - https://halsfordparkprimaryschool.co.uk/safeguarding/

The NSPCC provides advice and support to adults who are concerned about the safety or welfare of a child. They are available 24 hours a day on 0808 800 5000.

Personal Security

Every visitor is asked to sign in using the Visitors' Register at the main entrance and to wear a visitor's lanyard throughout their visit. If you do not have a DBS (Disclosure and Barring Service), you will need to wear a red lanyard and not be unattended with children without a staff member present. All visitors with a DBS (we will ask for this evidence) will wear a green lanyard. Please return this to the office when you leave the premises to sign out.
If you leave the building for a short time please exit through the main entrance, informing the office staff as you go. Please **do not** leave any doors open that could allow access to unauthorised people.
If you have medical needs or a disability that we need to be aware of, please inform us.

Safe working with children at Halsford Park Primary

- Be a positive role model by demonstrating the school's core values of Responsibility, Respect, Courage and Compassion
- Treat all children equally. Never build a 'special relationship' or favour a particular child above others.
- Ensure that, when working with individual children, the door is left open - or that you can be visible to others.
- Do not record children in any way (unless prior consent has been given by a member of staff).
- Do not use social media / other communication technologies with children or give out any personal details.
- Do not receive or give gifts to any child unless prior consent has been obtained from a member of the senior leadership team.
- Only touch children for professional reasons and when this is necessary and appropriate for the child's wellbeing and safety.
- Refer to the Safeguarding Lanyard info for more information which also contains phone numbers for IFD (Integrated Front Door), LADO (Local Authority Safeguarding Officer) and our Chair of Governors.

Fire Safety Precautions



If you hear the alarm:

The evacuation alarm is a two-tone, continuous sound. Once heard you must evacuate the building by the nearest available exit (clearly marked with a green and white sign) and proceed to the assembly point on the KS2 playground. Remain there until you are told it is safe to re-enter the building. When the alarm fails, continuous whistles will be sounded.
If you feel that you may require additional assistance during an evacuation please advise office staff when signing in.



If you discover a fire:

Activate the fire alarm by using one of the red 'break-glass' call points and leave the building by the nearest available exit. Proceed to the assembly point and report to a senior member of staff:

- The fire's location;
- What was on fire;
- Any other relevant details.

First Aid



If you require first aid:

Please advise a member of staff who will assist you and enlist the help of a trained first aider.
If you have a medical condition of which we should be made aware please inform a member of staff upon arrival.
Medication should be locked away for the safety of our children – please advise us if you need to carry medication.

Accidents and Incidents

Halsford Park aims to provide a safe and healthy working environment for everyone.
Please report **any** accidents/incidents or *near misses* to the office so that we can record details in our accident book and provide any assistance that may be required.

COSHH (Control of Substances Hazardous to Health)

If you are bringing materials on to the premises that are covered by the COSHH regulation, please leave a copy of the relevant COSHH assessment and Material Hazard Data sheet with the school office or Premises Manager, **Mr Mark Beal**.

Working Equipment

Contractors coming onto site must report to the office or Premises Manager, Mr Dean Harrington, before commencing work. All electrical equipment brought onto site must comply with current legislation and have been tested and maintained in line with the Electricity at Work Regulations.

Contractors

Contractors will be expected to follow relevant method statements and / or safe systems of work. You should advise the school office if your work is likely to disturb any services e.g. *electricity, gas etc*.
Information on the locations of asbestos are contained within our asbestos survey and our register of asbestos containing materials. Copies are available from the Premises Assistant, Mr Mark Beal.



Smoking/Vaping



In order to maintain a healthy, safe environment and in accordance with legislation, smoking/vaping is not permitted within the school or its grounds. Please respect our no smoking policy.

Mobile phones

To ensure the safeguarding of our children, please refrain from using mobile phones inside the school premises. Please ensure calls are taken outside or in the staff room if necessary.



We thank you for your co-operation and for caring for everyone's health and safety during your visit.

Should you identify any shortcomings in our health and safety arrangements, we would be grateful if you would draw it to our attention by alerting the office or the Headteacher.

Full details of the school's health and safety arrangements are available from the Headteacher, who together with the Governing Body, take responsibility for the fulfilment of our statutory obligations under the Management of Health and Safety at Work Regulations 1999.

Headteacher: Mrs Claire Spencer
Halsford Park Primary School
Manor Road
East Grinstead
West Sussex
RH19 1LR

tel• 01342 324643

Welcome to

Halsford Park Primary School

Soaring to Success

Safeguarding/Health & Safety Information for Parents/Carers and Visitors