

## WELCOME TO



### IMPORTANT SAFETY AND SAFEGUARDING INFORMATION FOR VISITORS AND CONTRACTORS

Please take a few moments to read this leaflet. At Alverton School we are committed to promoting a culture of safety and safeguarding for all pupils and adults on our site. Our expectation is that all staff and visitors to Alverton School demonstrably share this commitment.

#### ARRIVAL AND DEPARTURE

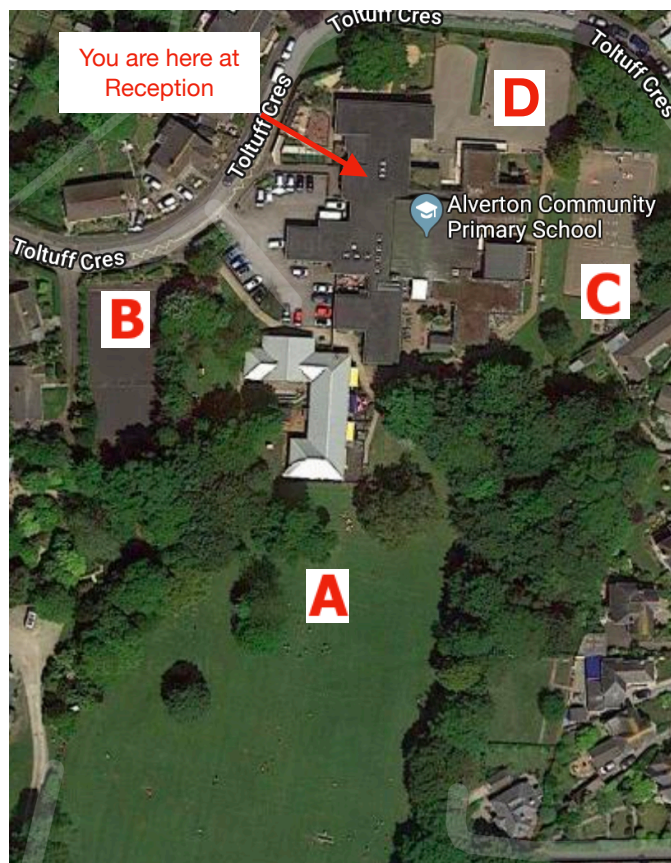
- On arrival please read this leaflet.
- You will then need to sign in to say that you have read this leaflet and collect your lanyard. You will need to wear your lanyard at all times around the Alverton site.
- On departure, please remember to sign out and hand in your lanyard to Reception.

Thank you.

## FIRE AND EMERGENCY EVACUATION

If the Fire Alarm Sounds, please leave the building immediately by the **nearest exit and make your way to an assembly point**. Our designated Assembly Points are shown below

- A** The School Field ,
- B** School Car Park
- C** Bottom playground
- D** Top Playground



## FIRST AID

Should you require any First Aid treatment whilst on site please report to the **School Office** for assistance.

## MOBILE PHONES & CAMERAS

For safeguarding reasons the use of mobile phones/cameras is **not permitted** on site unless authorisation has been gained in advance from the Headteacher. Mobile phones **must** be handed in before entering the Nursery or Reception classes.

## SAFEGUARDING

We take the safety of our pupils very seriously. If you have any concerns regarding pupil safeguarding or welfare, please follow the detailed advice shown on this leaflet.

## DEFECT REPORTING

If you become aware of any issue or defect which you believe could be potentially hazardous, please report this to the school office asap.

## PREVENT STRATEGY

Visitors are reminded that under no circumstances should they engage in any behaviours which could be construed as being contrary to the schools values of promoting:

- Democracy
- Rule of Law
- Individual Liberty
- Mutual Respect and tolerance of all faiths and beliefs

## CONTRACTORS

### Asbestos Registrar

All contractors are required to look at our Asbestos register and sign the contractors log to confirm that this register has been viewed prior to any work taking place.

### DBS and Letters of Assurance

Any contractors who intend to work in an unsupervised capacity on our site must provide us with a current DBS Certificate or a valid Letter of Assurance from their employer.

### Working at Height

Any contractor planning to work at height must seek permission from the Headteacher or Deputy Headteacher in advance of the works taking place.

### Hazardous Works

Before any potentially hazardous works are undertaken the Headteacher or Deputy Headteacher must be informed and either a Risk Assessment or Safe System of Work agreed with them.

### Site Contacts




Please contact the School Office on 01736 364087.

## OUR SAFEGUARDING OFFICERS

### Designated Safeguarding Leads

 Mrs Smith Headteacher DSL	 Mrs Simpson Deputy Head Head of Early Years Deputy DSL	 Mrs Clemens Pastoral Lead KS2 Lead Deputy DSL	 Mr Dawe KS1 Lead Deputy DSL
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### School Safeguarding Officers

 Mrs Wicks Deputy Head	 Mrs Hughes SENDCo	 Mrs Daylak Reception Teacher
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### Nursery Safeguarding Officers

 Mrs Simpson Deputy Head Inclusion Lead Deputy DSL	 Mrs Brown Room Lead	 Miss Stirling Room Lead and SENDCo
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### Local Monitoring Committee

 Mrs George Designated Safeguarding Committee Member
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## Disclosure by a child

If a student discloses any information to you that you are concerned about you should:

- Listen
- Tell the student that you will need to tell someone else - you cannot promise confidentiality
- Do not ask leading questions
- Make accurate notes about what was said by the student and pass this immediately to one of the Designated Safeguarding Leads shown on this leaflet.
- Inform one of the Safeguarding Leads listed on this leaflet as soon as possible.

## PLEASE REMEMBER

It is NOT your responsibility to investigate disclosures but to report them to the the Designated Safeguarding Leads please.

**CHILD PROTECTION IS  
EVERYONE'S  
RESPONSIBILITY**