

# Mrs Bland's Infant and Nursery School

Jordan's Lane, Burghfield Common, Reading RG7 3LP  
Tel: 0118 983 2332

Email : [office@mrsblands.w-berks.sch.uk](mailto:office@mrsblands.w-berks.sch.uk)

Website: [www.mrsblandsinfants.co.uk](http://www.mrsblandsinfants.co.uk)

Headteacher: Mrs C Rose

Deputy Headteacher: Mrs S Williams

## Welcome to

### MRS BLAND'S INFANT & NURSERY SCHOOL

At Mrs Bland's Infant School, we are committed to safeguarding and promoting the welfare of all the pupils in our care. The safety of all our pupils is taken very seriously and is our main priority and we expect all staff, volunteers and visitors to share this commitment.

### NOTICE TO VISITORS

<b>Safeguarding Children (Child Protection)</b>	If you have any concern that a child has been harmed, is at risk of harm, or a child discloses something concerning, please contact the main reception as quickly as possible, and ask to speak to a member of staff with responsibility for child protection (known as a Designated Safeguarding Lead (or Deputy DSL – please see Safeguarding Poster)).
<b>Classrooms</b>	Do not enter classrooms unless escorted by a member of staff or by prior arrangement.
<b>Visitors must not use the pupils toilets</b>	There are two staff/adult toilets, one near the main office and one near in the Reception Class corridor.
<b>Mobile Phones</b>	Mobile phones should not be carried around school nor used to take photographs whilst children are present. These can be left in the office, where they will be kept securely. Contractors needing to take photos should contact the school office to make prior arrangements. If you require your phone for medical reasons e.g. linked to a diabetic monitor, please let the office know and you will need to sign to agree not to use it for any other purpose.
<b>Health and Safety</b>	Your safety and well-being during your visit are important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others. If you have any concerns with health & safety standards during your visit then please raise them with a member of staff or the Headteacher.
<b>Emergency</b>	<b>Fire</b> - If the Fire Alarm sounds (continuous alarm), please leave the building as quickly as possible, and follow the instructions of the staff member that you are with. Visitors are asked to go to the nearest fire point as specified on the evacuation plan in each room. <b>Lockdown</b> – If the Lockdown alarm sounds (intermittent alarm) please follow the instructions of the staff member that you are visiting. Visitors are asked to enter the closest room to where they are and stay there until advised otherwise.
<b>Accidents</b>	Any illness, injury or accident must be reported to the school office, from where a first aider or the emergency services can be contacted.
<b>Smoking</b>	It is against the law to smoke anywhere on the school premises.
<b>Property or Vehicle</b>	The school accepts no responsibility for any loss or damage to visitors property or vehicle.



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