

Disabled Visitors

If you are disabled and feel that you may require assistance during an evacuation of the building, please let the office staff know when you are signing in. Arrangements can be made to assist with your evacuation.

First Aid

Any illness, injury or accident must be reported to the school office, from where a first aider or the emergency services can be contacted.

If a child reports an injury please refer them to a member of staff.

Smoke Free

Smoking is not permitted in any part of the school premises and grounds including the entrance and the car park. This includes the use of e-cigarettes.

Health and Safety

It is school policy to ensure that every reasonable step is taken to prevent injury and ill health to personnel by protecting individuals from hazards at work. This includes children, students, staff and visitors to the school whether it is with respect to their work or other activities. This is approached by:

- *Assessing and controlling risk as part of the day-to-day management of school activities.
- *Providing and maintaining safe, healthy and secure working conditions, 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 safety policy as school activities and associated risks change.

We would ask that you comply with safety procedures, whether written or brought to your attention by other means, for your own protection, protection of those under your supervision and others who may be affected by your actions.

Classrooms

Do not enter classrooms unless escorted by a member of staff or by prior arrangement.

Toilets

Visitors must not use the pupil's toilets. There are two staff toilets, one near the main reception and one near the year two classroom. There is a disabled toilet situated in Little Acorns and in EYFS.

Mobile Phones

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.



Mrs Bland's Infant & Nursery School

Health & Safety, Safeguarding and Security Information for Visitors

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.

Mrs Bland's Infant & Nursery School
Jordan's Lane
Burghfield Common
Reading
RG7 3LP

Telephone: 0118 9832332
Email: office@mrsblands.w-berks.sch.uk

Introduction

We hope that your visit to us will be enjoyable, informative and safe. We would be grateful if you can take a few moments to familiarise yourself with the following guidance which is intended to ensure the health, safety and security of all visitors, whilst also giving guidance on safeguarding for our children. If you have suggestions that might help this process, please contact the school office.

Security

Upon arrival all visitors should report to the school reception. All visitors will be asked to sign in via the Inventory system and will be given a visitor's sticker and lanyard. The badge should be worn prominently to enable staff and children to verify that you are an authorised visitor.

Please keep all handbags and valuables with you at all times, unless directed by a member of staff, to somewhere safe to keep them. If you leave the school building for a short time, please exit via the school office, informing staff as you go and signing out.

At the end of the visit you should return to the school office to sign out and return the visitor's badge before leaving the school premises. Please do not prop open any doors which could leave access to unauthorised individuals.

Safeguarding

It is everyone's responsibility to ensure that our children stay safe. Each person who works in school, or visits, shares that responsibility.

This leaflet has been given to you to make sure you understand what is expected of you as a visitor. Please do not hesitate to talk to any member of staff if you are unclear about anything you read.

If you have concerns about the safety of any young person in our school, you must report this to the Designated Safeguarding Lead, Mrs Rose.

What should I do if a child discloses that he/she is being harmed?

- Record details as soon as possible, recording exact words and phrases used by the child. Forms for this purpose are pinned on the staffroom noticeboard or available from the safeguarding lead.
- This form must then be given to the safeguarding lead who will discuss the disclosure with you and deal with it in the appropriate way.
- Please sign and date all forms.

For more information about our safeguarding procedures, please look on the safeguarding page of our website.

Fire Safety & Evacuation and Lockdown

On discovering a fire:

Sound the fire alarm by breaking the glass at a call point. Evacuate the building from the nearest fire exit and go to the playground.

Report to the office staff outside who will be responsible for checks against the visitors book and children's signing in book.

On hearing the fire alarm:

The alarm is signalled by a continuous ringing sound. The member of staff should assume the safety of children as a priority, evacuating the building via the nearest exit, as quickly and calmly as possible. Follow instructions given to you by the member of staff and do not take any personal risks. The children will be taken out to their designated playground.

No one may re-enter the building once the alarm sounds.

Lock Down Procedures

If the lock down alarm sounds (an intermittent siren) 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.