

Welcome to our school

We hope your visit is a comfortable and enjoyable experience. Thank you for reading this important information about child protection and health and safety on site. Nothing is more important than safety and all accidents and injuries are preventable. All tasks should be completed with safety in mind. If you have any suggestions following your visit please do pass them along to the office so we can action them where required.

Safeguarding statement

Tadley Community Primary School is committed to safeguarding and promoting the welfare of our children and require all staff, volunteers and visitors to share in this commitment.

Visitor procedures

Immediately report to our school reception on arrival and sign in.

Wear your visitor lanyard at all times.

Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.

All visitors must sign out at our school reception before leaving the site.

Visitors must only use designated staff toilets.

Visitors must not exchange contact details with pupils or arrange to meet them outside of school. Please report any concerns immediately to the Designated Safeguarding Lead (DSL) or a Deputy Designated Safeguarding Lead (DDSL).

E-Safety

Mobile Phones: To protect our children we respectfully ask that you do not have your phone out or use it during your time on our school site.

Photographs, Videos, Audio: Under NO circumstances should you take photographs, record videos or audio of our children whilst on our school site.

Our safeguarding team



Designated Safeguarding
Lead
Amelia Mohain
Deputy Head
Teacher/SENCO



Joanne Bruce-Carter
Headteacher
Deputy Designated
Safeguarding Lead



Gail Thompson
Administrative Officer



Kelly Greene
Pastoral Support

Chair of Governors: David Lovelock

Safeguarding governor: Ayesha Magill



TADLEY COMMUNITY
PRIMARY SCHOOL

Safeguarding and Health and Safety

Guidance for visitors



Tadley Community Primary School

📍 The Green

Tadley

RG26 3PB

☎ 0118 981 3805

✉ Email:

adminoffice@tadley.hants.sch.uk

Health and safety

Fire procedures

In the event of a fire alarm please use the nearest fire exit and head to the KS1 playground area (follow pupils/staff where possible) make yourself known to a member of staff.

Please make yourself aware of the nearest fire exit to where you are based.



KS1
PLAYGROUND

Lockdown procedures

If you hear 4 long blasts on a whistle, this is to signal a lockdown is in place, please go to the nearest classroom or office, lock doors and windows and close blinds, turn off lights, stay quiet and hide until the all clear tannoy message is sounded.

Accident and illness

All accidents, regardless of severity, need to be reported to the Reception Office who will direct you to a First Aider.

All accidents will be logged on medical tracker.

Should you require a comfort break during your visit, a member of staff will be happy to direct you to our adult facilities which are located around the school.

Pupil behaviour

During your visit you might observe a pupil struggling to manage their behaviour. We would like to reassure you that staff have been trained to manage these situations keeping the child, themselves and others safe. Please be aware that a member of staff may ask you to leave the room until the situation has calmed.

A copy of the school's relationships & behaviour policy, safeguarding and child protection policy is located in the main school office.

What do I do if I am concerned about a pupil?

If you are worried about any of the following:

- Something a pupil says.
- Marks or bruising on a pupil.
- Changes in a pupil's behaviour.

You MUST inform the school's Designated Safeguarding Lead (DSL) or a Deputy Designated Safeguarding Lead (DDSL) immediately.

If a pupil discloses something to you, you must:

- React calmly.
- Listen carefully.
- Not promise confidentiality. Explain that you may need to tell somebody if the pupil's safety is at risk.
- Reassure the pupil they have done the right thing.
- Take a record of what the pupil has said, including the date, time, how and when the information was received. This information MUST be passed to the DSL or DDSL immediately.
- Where you have concerns about the conduct of a member of staff following an observation or disclosure, then you MUST immediately inform the Headteacher or in their absence, or if the concern regards them, the Deputy Headteacher.

Remember it is not your responsibility to investigate expected cases of abuse. It is your duty to report it immediately. You can report in person or using the anonymous form linked below:



Visitor code of conduct

- Treat everyone with respect
- Provide an example you would wish others to follow
- Remember someone else may misinterpret your actions no matter how well intended
- Do not jump to conclusions without checking
- Do not permit abusive activities such as bullying or ridiculing
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others
- Do not make suggestive remarks, gestures, or tell sexist, racist or homophobic jokes
- It is best not to do anything for a child that he or she can do for him/herself
- Always tell someone if a child touches you or speaks to you inappropriately
- If you are concerned about the conduct of a member of staff during your visit the following actions must take place: -
- Immediately inform the Headteacher

In their absence, immediately inform the Deputy Headteacher

- Please keep all valuables out of site and do not leave tech or documents available for pupils or staff to see.

In accordance with KCSIE, any visitors without an enhanced DBS will be escorted at all times on their visit and must wear a visitor badge.

