

Fire Emergency

In the event of fire, the first duty of all concerned is to prevent injury or loss of life.

If you discover a fire, activate the nearest fire alarm by breaking its glass cover. Then go to the Assembly Point. A continuous ringing of the siren signals the fire alarm. On hearing the alarm, walk quickly and in silence to the Assembly Point, the tarmac area outside the Music Centre (see diagram in all rooms). If necessary, you will be redirected to an Alternative Assembly Point (e.g. Home Field). Use the nearest exit unless that takes you into danger. At the Assembly Point visitors should report to roll call officers at the designated site.

With the exception of an organised search for missing persons, no one must be allowed to re-enter the buildings until permission is given by the Senior Fire Brigade Officer present.

There may be an opportunity for trained users to tackle the fire with an extinguisher but fire fighting must always be secondary to life safety.

First Aid

In the event of a non-emergency, any visitors requiring first aid attention should come to the main reception.

In the event of an emergency, call the main office (dial 500) for a first aider to attend.

Food/Sweets

It is our policy NOT to give sweets or food items to students as gifts or rewards. This is because of serious medical allergies

Other health and safety matters

The school is committed to maintaining its high standards of health and safety.

Specific responsibilities will be associated with various departments but the following apply throughout the school site:

- It is essential to maintain clear access through the building therefore corridors and doorways must never be obstructed
- To avoid slipping or tripping hazards, please notify any spills or loose flooring to the school office. If use of an extension cable is unavoidable, it must be suitably indicated and secured
- Electrical equipment brought into school must have a relevant Portable Appliance Test.
- To avoid personal injury, please ask for help if transporting heavy equipment.
- If working at height the correct equipment must be used. Please never use tables or chairs as an alternative.
- Routine repairs and maintenance concerns should be notified to the Site Supervisor via a blue form (available in the venetian cabinet in the staff room).
- Risk assessments and the full H&S Policy are available on request from the Director of Finance and Operations.



St Laurence School



A Guide for Visitors

Thank you for signing in and welcome to St Laurence School. Please wear your visitor badge at all times.

A guide to:

- Child Protection
- Online safety
- What to do in the event of a fire
- First aid
- Other health and safety matters

Visitors must be accompanied by a member of staff at all times when on site.

Please remember to sign out when you leave.

Contractors will be escorted to their place of work by one of the site supervisors; when you have completed the job, or if you need to walk through the site, you must contact the site supervisor, who will return and escort you.

Code of Conduct

The following is taken from the school's Code of Conduct for Safe Practice which outlines what staff, volunteers and visitors must do:

- Provide a good example and positive role model to students
- Behave in a mature, respectful, safe and considered manner
- Treat all students equally
- Only touch students for professional reasons, and when this is necessary and appropriate for the student's safety or wellbeing
- Only communicate with students through official school channels

Staff, visitors and volunteers must not:

- Make arrangements to see, communicate or meet with students outside your work (this includes use of e-mail, text and other messaging systems)
- Invite students to become network friends on social media
- Behave in a way which could bring the school into disrepute

Safeguarding

At St Laurence School we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We

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endeavour to provide a safe and welcoming environment where children are respected and valued. Our Child Protection policy is available in school and is also on the school's website.

As a visitor, you are responsible for immediately sharing any child protection concerns you have with a member of staff so that a young person who is at risk can be properly and effectively supported.

St Laurence Safeguarding team:

Please ask to see one of the following immediately if you have any concerns regarding any aspect of safeguarding:

Rebecca Overfield
Safeguarding Designated Lead



Will Penny
Deputy Safeguarding Lead



Ms Rachel Purnell
Deputy Safeguarding Lead



Mrs Val Power
Deputy Safeguarding Lead



Chris Dutton
Deputy Safeguarding Lead



You might become involved because:

- A child might want to tell you about what is happening to him or her

- You may overhear a child disclosing something which concerns you
- You may have noticed something unusual in a child's behaviour
- You may see an injury that cannot be explained
- You may notice indicators of Radicalisation or Female Genital Mutilation (FGM)

What to do:

- Listen, non-judgementally
- Do not ask questions or investigate
- Do not promise confidentiality; explain that you may need to talk to someone else
- Inform a member of staff immediately
- Reassure the child but avoid any physical contact

Record:

- What the child has said, using the child's words. Note the context, time and date on your record and sign it
- Avoid judgements and opinions
- Ask for advice about what to do next
- Be professional. Do not discuss the matter openly

Online Safety

If you use any ICT in school, you must abide by the school's Online Responsible Use Agreement. This is on display in all ICT rooms and the staff room. If you are given a guest password in order to log on to the school's ICT system, you will need to accept the agreement before you will be able to log on.