



ST. ANNE'S CATHOLIC PRIMARY SCHOOL

*"It is not enough to love children, they must know that they are loved."
St. John Bosco*

A GUIDE TO THE SAFEGUARDING, HEALTH AND SAFETY OF VISITORS



Welcome to St. Anne's Catholic Primary School

Safeguarding is of the highest priority at our school. This leaflet is designed to help you understand the measures in place to protect your well-being and security whilst you are with us. Pictures of our safeguarding team are displayed in the reception area. If you are concerned about a child's welfare our Head Teacher is Leanne Harris and our Designated Safeguarding Lead is Caitlin Dorgan

If you have a concern about the Head Teacher contact Ani Magill, CEO Xavier Education Trust
a.magill@xavier.org.uk

Safeguarding, Health and Safety

Every task should be performed with safeguarding and safety in mind. The School aims to provide a safe and healthy working environment for all of our staff, pupils and visitors alike. Please have your identification ready if you are a visiting professional. We operate rigid DBS checks and have safeguarding protocols in place for volunteers.

Visitor Expectations

We welcome visitors to our school. We will act to ensure it remains a safe place for pupils, staff and all other members of our community.

If you have concerns we will always listen to them and address them.

At St. Anne's School there is a mutual respect between adults and children and we expect the same from our visitors.

Abusive, threatening, violent, racist or discriminatory behaviour will not be tolerated in this school.

Mobile Phones

Mobile phones are not to be used in school except in designated areas and should be switched off and kept out of sight. Designated areas are the conference room, staff room and school office



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A GUIDE FOR THE HEALTH AND SAFETY OF VISITORS TO ST. ANNE'S SCHOOL

Arrival on Site

The school office is located at the main entrance. On arrival you will be required to sign in at the office and you will be given a visitor badge/red lanyard which should be worn at all times. When leaving the premises you will need to sign out and hand these back.

Car Parking

If you have parked on the school premises, please ensure that your vehicle registration number is recorded when you sign in.

All school gates **MUST** be kept clear for emergency access and **MUST NOT** be obstructed at any time.

Smoking

St. Anne's School is a non-smoking site and smoking is not permitted within any of the building or school grounds.

Thank you for complying with this policy.

Fire Safety

If you suspect there is a fire:

Sound the alarm by breaking the glass at a call point, or notify a member of staff immediately - stating the type and location of the fire.



The Fire Alarm (A Continuous Bell)

When you hear the fire alarm bell (a continuous ringing), you **MUST** evacuate the building by the nearest Fire Exit - ensuring that all doors are closed behind you.

A member of staff will direct you to the nearest fire exit.

DO NOT RUN OR PANIC

You will be directed to the front playground. Report to the member of staff who is holding the Visitors' Book.

DO NOT return to the building until you are advised that you may do so.

Disabled Visitors

If you are disabled and feel that you would require assistance during an evacuation of the building, please advise the school office when you sign in, as well as the member of staff you are visiting, so that appropriate arrangements can be made.



First Aid

For all first aid requirements please contact a member of staff at the school office.

Be prepared to provide information about the extent of the injury/illness and the exact location of the person(s).

All accidents **MUST** be reported.