

Health and Safety at Work

A safe learning and working environment is provided and all visitors and contractors are requested to cooperate in the maintenance of the high standard of safe practice.

Smoking is not allowed anywhere on site.

Emergency Procedures

Evacuate: When the alarm sounds exit the building immediately and assemble in the designated area on the school field. Please remain with the class or staff you are visiting.

Lock-down: Remain in the room/office and lock the door. Close any windows and blinds and remain quiet and out of sight.

If there is a planned fire or lockdown drill, you will be notified on arrival.

Illness: If you fall ill or require medical attention during your visit, please report to the main school office.

Contractors

After reporting to reception, and before commencing work, all contractors must report to the Site Controller.

Child Protection Contacts

DESIGNATED SAFEGUARDING LEAD

Michael Dillon (Headteacher)

01344 424911

SAFEGUARDING TEAM

Karen Cameron (Dep. Headteacher)

Helen McAllister (Asst. Headteacher)

Della Payne (FSA)



BIRCH HILL
PRIMARY SCHOOL AND NURSERY

Leppington, Bracknell, Berkshire
RG12 7WW

www.birchhillprimaryschool.co.uk



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VISITOR INFORMATION



**Guidance for adults visiting
or working at
Birch Hill Primary School**

Please ensure you have a visitor badge on display and that you sign out when you are leaving.

School Day

Our school day begins from 8.50am and the classroom doors start to open from 8.30am. The school gates are locked again at 9.00am after this time, entrance is via main school reception only.

Lunchtime is between 12.00pm and 1.30pm, depending on Key Stages, timings are staggered.

The school gates are unlocked at 3.05pm and the afternoon session finishes at 3.15pm.



We kindly ask that all our visitors do not use their mobile phones in the school.

Our Commitment to Safeguarding

Adults visiting Birch Hill Primary School play an important part in the life of the school, whether working to maintain or improve the site, or visiting children.

We can all play a part in keeping children safe whilst working in or visiting the school.

It is important that we also take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that was not intended. We strive to promote safe working practices for everyone on the school site, whatever your job or reason for visiting.

Please follow these guidelines during your visit to our school.

Don't

DO NOT give or accept any personal information from any child - for example, your address, telephone or mobile number or email address.

DO NOT use pupil toilets - adult facilities are clearly marked.

DO NOT accept poor behaviour towards you from a child. Do not respond yourself but report it immediately to a member of Birch Hill Primary School staff.

Do

DO be aware that verbal interaction with children may be interpreted by them in ways other than intended.

DO report any unacceptable behaviour from a child.

DO be aware that contact made outside of the school grounds may also be considered inappropriate and could lead to your interaction being misinterpreted.

Child Protection

Adults working around children and young people must be aware of the risk of abuse by adults or other young people. Birch Hill Primary School believes that all children have the right to be safeguarded from harm and exploitation regardless of:

- *Race, religion, preferred language or ethnicity*
- *Age, gender, sexuality or disability*

If you have any concerns about a child's safety during the course of your visit:

1. Immediately inform one of the Child Protection contacts listed overleaf.
2. Write careful notes about what you have seen, heard or been told about. Sign, time and date all notes.

If you suspect abuse or a complaint is made to you about any adult or about yourself, it is your duty to report the concern.