



Hanging Heaton CE (VC) J&I School

Welcome to our School

Please ensure that you sign in and out of school at reception.

- Once issued with your visitors lanyard it must be worn (and clearly visible) for the duration of your visit.
- Mobile phones may only be used in the staff room or offices – not in classrooms or corridors and never in the presence of pupils.

In the event of an emergency please leave the building via the nearest fire exit and assemble on the school grassed area where Admin staff will be checking the visitors' roll.



Safeguarding in School

If at any time you are concerned about the safety or well-being of any of our children, please contact a member of our safeguarding team:



Our Safeguarding Governor is Mandy Farrar

Just as staff do, all visitors have a responsibility to record and report any concerns about children's well-being.

- If a child makes a disclosure or you notice any indicator of abuse, you must speak to a DSL or Deputy DSL about your concerns.
- If a disclosure is made, listen respectfully and reassure the child but do not promise confidentiality or question the child further.
- Make notes on what has been said, your notes should record the facts and any words spoken verbatim. They must not include personal opinion or evaluation.
- Concerns must be raised with a DSL or Deputy DSL immediately, following our 'ten minute rule'.

For further information please refer to our Safeguarding policy.



'Let all that you do be done in love'

Health and Safety

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site. As a visitor to our school, it is essential that you follow any health and safety guidelines that may apply.

First Aid

If you need first aid or feel unwell, please go to the main office.

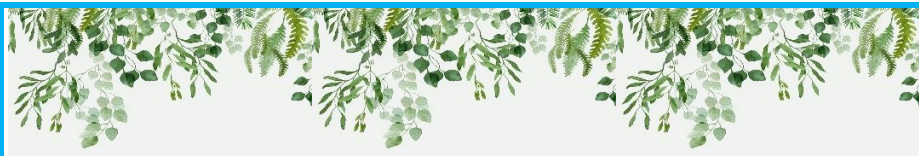
Fire and Evacuation

Your host will explain what to do in the case of emergencies and fire alarms. The fire alarm is a continuous bell. You must leave the building by the nearest exit.

Stay with your host as they will escort you to the assembly point on the school playground and ensure that you are recorded present by the admin staff.

If you are with children, you should escort children to the fire assembly point indicated on the fire evacuation sign.

You must not re-enter building it is safe to do so.



Lockdown

A lockdown is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorized persons intent on causing harm / damage.

If you hear the lockdown alarm:

- close all windows and doors
- draw the blinds
- stay out of sight and minimize movement
- stay silent and avoid drawing attention

Be aware that you may in lock down for some time.

No one should move around school.

Staff should support children in keeping calm and quiet.

Remain in lockdown positions until informed otherwise by the Head Teacher or Deputy Head Teacher.

Our School Day

- Doors open for pupils to enter school at 8.30 am
- School closes at **3pm**
- Staggered Lunchtime: **11.50am- 1pm**