



Moulton Primary School



Safeguarding and Health and Safety Information for Visitors

At Moulton we are committed to safeguarding and promoting the welfare of all of our children, staff and visitors.

This leaflet contains important information for visitors to our school and we ask you to read it carefully and carry it with you for reference. If you have any questions or concerns during your visit, please ask any member of staff for assistance.

We ask that you wear your visitor ID as well as any professional ID throughout your visit to our school.

Thank you for your cooperation.

Acting Headteacher - Miss Jones

Moulton Primary School
Church Hill
Moulton
Northants
NN3 7SW
01604 643061

Fire Evacuation

On hearing a continual ringing bell you must evacuate the building using the nearest exit. All fire exits are signposted and Evacuation Posters are displayed in all rooms in the school.

We ask all visitors to familiarise themselves with their exit route.

Please also note the 3 Muster Points in the school: The Field, The Drive and The EYFS Playground.

If you come across a fire, please alert others and activate one of the break glass points located in all areas of the school.

You will be informed on arrival if there is a planned Fire Evacuation

Health and Safety

All accidents and injuries on site must be reported as soon as they happen. If you have any concerns regarding and H&S matter please report it to a member of staff.

Mrs Coates - Business Manager or Mr Liddon - Site Supervisor, can be contacted via reception .

Types of harm

We all have a responsibility to keep children safe from harm, both at home and in school.

Harm is identified in four ways:

Physical - when a child is deliberately hurt or injured.

Sexual -- when a child is deliberately hurt or when a child is influenced or forced to take part in a sexual activity. This can also be an activity such as being made to look at inappropriate images.

Emotional when a child is made to feel frightened, worthless or unloved. It can be by shouting, using threats or making fun of someone. It can also be when children see their parents, or visitors to the home, fighting or using violence.

Neglect when a child is not being taken care of by their parents/ guardians. It can be poor hygiene, poor diet, not keeping appointments for additional support, not coming to school and being left home alone.

REMEMBER...if in doubt...ask

Please do not leave our school without telling someone or doing something.

Key Safeguarding Staff

Lead Designated Safeguarding Lead
(DSL):

Miss Anna Page

Deputy Designated Safeguarding Leads (DDSL):

Miss Lauren Jones

Miss Sophie Darby

Miss Becky Ludlow

Mr Scott Brazier

REPORTING CONCERNS ABOUT A CHILD

Should you have any concerns relating to a child's welfare, or other child protection issues: speak directly to the DSL or DDSLs.

REPORTING CONCERNS ABOUT A MEMBER OF STAFF

If you are concerned about the conduct of a member of staff, following an observation or disclosure, the following actions must be taken:

- Immediately inform the Headteacher.
- In their absence, immediately inform the SENDCo or an Assistant Headteacher.

Always follow your instincts. 'If it isn't good enough for your own child, it's not good enough for a child at Moulton.'

SIGNING IN/OUT

We expect all visitors and contractors to the school to sign in at the Front Reception before entering the premises. They will receive a visitor's badge which they must wear at all times.

Our regular volunteers, staff and governors have a valid DBS check and are recorded on our Single Central Record.

MOBILE PHONES

For Safeguarding reasons, we ask that mobile phones are **stored away from the children** (e.g. in coats/ bags.)
Phones are not to be used around children at any time on the site.
Please use the staff room or an office if you must take an urgent call.

We ask that you respect safeguarding protocols and do not take any photos, videos or other form of recording whilst in our school unless otherwise prearranged with the SLT Team.

FIRST AID AND HEALTH SUPPORT

Lead First Aider—Mrs Ana
Marcelino

A list of trained staff is kept in the staffroom and next to each wall mounted First Aid Box

In the event of you needing First Aid inform any adult and they will locate one of the school's first aid team.

Children's medication, such as asthma inhalers are kept in the classroom medical boxes. Other medication is locked securely in the medical room.

If an ambulance is required please contact reception or a member of school staff immediately to support you with this. The SLT must be aware if an ambulance is being called.

**MOULTON PRIMARY
SCHOOL
KEEPING EVERYONE SAFE**