



YEADING INFANT & NURSERY SCHOOL

Safeguarding and General Health & Safety Information for Visitors

Welcome to Yeading Infant & Nursery School

Safeguarding our children is a priority at Yeading Infant and Nursery School. This leaflet gives our visitors information that will help to ensure that our children are safe at all times.

After you have been signed in and received a visitor's badge, please take time to read the information carefully. Do not hesitate to ask if you have any questions.

Signing in and out

It is important that you sign in and out of the building. Please wear your visitor's badge or lanyard at all times.

Child Protection

The Designated Safeguarding Officer at YI&NS is Rupinder Ahluwalia, Headteacher. The deputy in her absence is Kuldip Cheema, Assistant Headteacher / Inclusion Manager.

If at any time during your visit you are concerned about something a child tells you, please make sure you inform one of our staff members. They will then be able to take your concerns to a person who can help.

If something continues to worry you, the telephone number for social services is 01895 556633 during working hours or 01895 250111 out of hours.

Fire

If you discover a fire you should activate the nearest red Fire Alarm Call Point. Only attempt to tackle the fire with the equipment provided if there is no risk to you and you feel confident in its use. If you hear an alarm, a continuous ringing bell, leave the area as quickly and calmly as possible, following the nearest marked fire escape route signs. Do not waste time collecting belongings and make your way to the following Assembly Point: **Main school playground to rear of school**. You should remain at the Assembly Point until given further instructions.

Lock Down

In the event of an incident, an intermittent bell will ring. Please remain with your host until an all-clear is given by SMT.

Yeading Infant & Nursery School is a non-smoking site.

Smoking is not permitted anywhere on site.

Health and Safety

- Please comply with any site rules, signs or instructions provided to you.
- If you see any unsafe practices, whilst on site please report these to your host.
- If you have an accident on site or require first aid please inform your host.
- Please report any suspicious packages.
- Contractors working on site will be subject to additional site rules and must make themselves aware of any specific site hazards that exist **before** you begin work. Please see Asbestos Register.
- Contractors must make sure they are fully conversant with health and safety regulations in order for us to be compliant with the Health and Safety at Work Act of 1974.
- We ask that you work safely and with regard for others around you whilst you are here.

Photography

Visitors are not permitted to take photographs without express permission from the Headteacher.

Use of Phones

Visitors should only use their phones in meeting areas or the main office area. Phones should not be used in classrooms, on the playground or the school hall.

Child Protection Guidance for Visitors

Adults visiting or working on the school site play an important part in the life of the school. You can play a part in keeping children safe whilst working at, or visiting, the school by observing the following guidelines:

- Do not initiate verbal or physical contact with children unless it is appropriate and a part of the agreed reason for your visit.
- Do not give any personal information to children, such as: mobile number, address or personal email address (and only provide your professional work email if it is necessary as part of the reason for your visit).
- Do not give children details of your personal social network accounts or engage in any communication with children using social networking sites.
- If you have any concerns that a child may be at risk of harm, report it immediately to the senior designated person for child protection (Rupinder Ahluwalia) who can be contacted via the main school office. Do not discuss your concerns with the child, and do not carry out an investigation.
- If a child makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the designated senior person for child protection of your concerns immediately.

GDPR and how we use your information

We take your privacy seriously. Under article 6 of the General Data Protection Regulations (GDPR) we have a legitimate interest in using the information you provide as a visitor to ensure the safety and security of our school.

All records of visitors will be securely stored for a maximum of six years under the Limitations Act 1980 to cover any incident resulting in harm or damage whilst on site.

By reading and pressing 'I agree', you indicate that you have read and understood this statement.

For information regarding the security of this system, please refer to the InVentry Privacy Notice which can be found on their website at: www.inventry.co.uk

Covid-19 Visitor Guidelines

Please note that due to current pandemic, visitors to our school are permitted strictly by appointment only and when the visit is essential.

- Please sanitise your hands when you arrive and as necessary during your visit.
- Please wear a face mask or other face covering during your visit in our school unless you are exempt
- Please comply with the latest Government social distancing regulations.

Thank you for your co-operation