

## Health and Safety

### Lock Down

If you hear an intermittent ring of the hand bell or whistle, lock down procedures are underway. Please go to the nearest classroom and await further instructions.

### Accidents

All accidents must be reported to the office from where a first aider or the emergency services can be contacted.

### Smoking

Please note that smoking is not allowed anywhere on the school premises.

### Vehicles and Personal Effects

The school cannot accept responsibility for loss or damage to vehicles and personal effects. These are brought onto the school site at the owner's risk.

### Thornborough Infant School

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**THORNBOROUGH  
INFANT SCHOOL**



Thornborough  
Infant School

**Safeguarding and  
Health and Safety  
Information for  
Visitors**

# Health and Safety

## Signing in

All visitors, volunteer parents and casual staff must sign in at Reception when visiting or helping in and around school. Lanyards will be provided by the office staff and must be worn at all times.

## Health and Safety

Whilst on site, you are legally responsible for taking reasonable care of your own health and safety and the health and safety of others affected by your activities.

## Fire Alarm

When you hear the alarm sound as a continuous bell, please leave the building by the nearest exit and report to the assembly point near the play equipment in the back playground.

# Safeguarding Advice

**All children have the right to grow up safe from harm.**

**No child should suffer harm either at home or at school.**

As a school we are committed to safeguarding and meeting the needs of children and young people. Here you will find important advice and information for use when you are working with children in our school.

Please remember: If you are worried about the safety or welfare of any young person in school, you must report this concern to one of our Designated Safeguarding Leads:-

- **Ms Carol-Anne McCollum**
- **Mrs Laura Passenger**
- **Mrs Emma Maulkerson**

## Working with children in school

Please remember the following guidance when working with children in order to protect yourself and the pupils.

- Never be alone in a room with a child
- If you find a child seeks to talk to you on a regular basis, let the class teacher or a DSL know.

- Never exchange personal information or agree to meet a child away from school.
- Do not photograph or film any pupils without specific permission.
- We respectfully ask that you do not use your mobile phone or other mobile device at all when working with children.

## If you are concerned

If you think a child might be being harmed—if you have observed something or they have disclosed something to cause a concern—you must not keep it secret. It must be reported as soon as possible to one of the Designated Safeguarding Leads listed on the left.

Write down your concerns and anything that has been said, using the exact words spoken. Do not ask any leading questions or promise not to tell anyone.