

Health and Safety

If you notice any health & safety hazards, you should report them by informing the headteacher Mr Stuart Walsh at your earliest opportunity.

First Aid

Many of our staff members are trained in first aid including paediatric first aid. If you need assistance, please inform a member of staff.

Visitors should not treat pupils unless permission has been given. In an emergency, do not hesitate to call 999 for an ambulance.

Accidents and Incidents

Please report any accident to a member of staff.

Use of School Internet

All users of school systems and wi-fi must comply with the Online Safety and Data Security Policy. Please ask at the school office for details.

Mobile Phones

Visitors to the school must turn off their phones on entering the building. These should be stored safely and not be used in any area where children are.

Conduct

At all times we ask that you behave in a respectful and polite manner, in adherence to our school values which are on display by the stairs in the main entrance.



Bowness-on-Solway School Information for Visitors

Welcome

We hope that you find a welcoming and friendly community whilst you are visiting Bowness-on-Solway Primary School. Our aim is to provide a safe, happy and stimulating learning environment for all children.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play.

- Keeping Children Safe in Education, Department for Education



Identification

Visitors are asked to sign in using the *Inventry* system at the entrance. Please wear the printed photo ID on your person, and be mindful that staff members may ask to have sight of this. Please be understanding if you are challenged to give your identity to a member of staff – this is to safeguard our children. Remember to sign out upon leaving the building.

Safeguarding

This is always our top priority. The designated safeguarding lead is Mr Stuart Walsh, however everyone has a responsibility to safeguard children.

If you see or hear anything that makes you feel uncomfortable, inform a member of staff immediately. If there is any doubt, speak to Mr Walsh.

If a pupil makes a disclosure:

- React calmly; listen without judgement;
- Do not promise confidentiality – explain that you must share the information with someone else who might be able to help;
- Reassure the pupil, but only so far as is honest and reliable;
- Do not interrogate the pupil or ask leading questions;
- Make accurate notes (record the date, time, place, your observations and exactly what the pupil has said). The school has a specific document for this record;
- Report your concerns immediately to the Designated Safeguarding Lead;
- Follow the school's Child Protection Policy and procedures at all times.

If you have concerns about a staff member, you must report this to the headteacher, Mr Walsh. If your concern is about the headteacher, you must report this to the chair of governors (ask to be put in contact with them at the school office).

Fire Evacuation

If you find or suspect a fire, you should sound the nearest alarm. Only the trained on-site staff should ever attempt to fight a fire. If the fire alarm sounds, you should leave the building via the nearest fire exit. Do not take your personal belongings with you.

If you are working with children:

- Tell the children calmly that you need to evacuate the building and to exit to the playground through their designated fire exit;
- An adult will check the toilets and make a visual check of the area as they leave;
- Lead the class to the meeting point on the playground ensuring that the children are lined in their class groups as they do after playtimes.

Confidentiality

Being in a school environment means that you may see or hear incidents/information that must be regarded as confidential and not discussed elsewhere. As a visitor within school, you may find yourself in the position of being asked for information, for instance, by parents about a particular child or member of staff. You should always make individuals aware that you are unable to discuss any matters relating to school and refer them to a school staff member. Your experiences at our school must not be discussed on any social networking site and you should never befriend any pupils over the internet.