

## Health and Safety



### Fire

In the event of the fire alarm please use the nearest fire exit. You will be required to meet with the children and staff in the playground area. Please make yourself familiar with the nearest fire exits to where you will be working or visiting. Please ask a member of staff if you are unsure or see the fire equipment stations situated around the school by most doors for your nearest exit.

Fire fighting equipment is provided for such events where your escape route is blocked. Under no circumstances should you try to re-enter the building when you have evacuated.

**ALL visitors report to assembly point "A"**  
**located at the infant gate**

### First Aid

If you require 1<sup>st</sup> aid attention during your visit, please inform the nearest member of staff who will seek help. Our first aiders are:

Debbie Pearce, Claire Rogers or Claire Smith



### Accidents

All accidents, regardless of size, need to be reported immediately to Debbie Pearce in the school office. All accidents will be recorded in the staff and accident book.



### Hazards

If you identify a hazard or feel you may create a hazard through your normal working practice, you must inform Debbie Pearce in the school office immediately.



**WE ARE A SCHOOL THAT  
PLACES THE  
SAFEGUARDING OF  
CHILDREN AS A HIGHEST  
PRIORITY.**

**Our Christian Vision is...**  
**Learning Together, in God's Love**

At Bishop Martin, we INSPIRE and empower all members of our school community, providing the knowledge to enable everyone to thrive and flourish. Guided by our Christian Values, we are all determined to serve and lead the diverse world we live in treating everyone with compassion, dignity and respect. Hope and aspiration support all to grow and believe that...

**"...with God all things are possible."**  
**Matthew 19:26**

### Designated Safeguarding Lead:

Jill Broom Headteacher

### Designated deputy:

Will Gordon

### Safeguarding Governor:

Paul Ireland

If the people listed above are not available then please contact:

Faye Cranny

Aaron Byrne

Emma Rowley

Andy Davies

Rob Fletcher

Claire Smith



**Welcome to**  
**Bishop Martin**  
**Church of England Primary**  
**School**



**This leaflet has been produced for all visitors to our school. It contains information on the school's Safeguarding and Health & Safety procedures.**

**Please take a few moments to read and understand this information so your visit can be enjoyable and safe.**

## Safeguarding Procedures.

### Signing in

You will be asked to sign in using the iPad. This is for Fire Safety and allows us to ensure the building has been fully evacuated and you are safe.

You may be asked to complete:

Disclosure and Barring Service check details for our single central file. We keep details of these on file as a record that we have checked you are safe to work alongside our children. A completed enhanced DBS allows you to work unsupervised.

### Badges

You will be required to wear a BISHOP MARTIN visitors badge at all times whilst on the premises.

If you have a DBS, you will wear a green badge. If you do not have a DBS, you will wear a red badge.



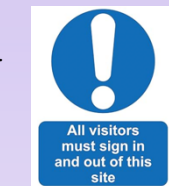
### On leaving the building

You must sign out using the iPad.

### Mobile phones

To protect our children, we respectfully ask that you do not use your mobile and, if possible, have it switched off in the school building. You can use your phone to make and receive calls or texts in the reception area if necessary.

Mobile phones are prohibited in the EYFS classroom.



At Bishop Martin CE Primary School, the health, safety and welfare of our children are of paramount importance to us.

We respect our pupils and want to provide them with a stimulating and safe environment that encourages them to flourish.

## School Expectations

### Photographic equipment (inc. mobiles)

Under no circumstances should you use photographic equipment unsupervised whilst at our school.

### Pupil Interaction

We have very bright and wonderful children who are naturally inquisitive in who you are and what you are here for.

We encourage appropriate interaction whether you are working with the children or around the building.

Please be very aware of the language you use and the nature of your conversations.



### Dress code

Please ensure what you are wearing is appropriate for working alongside children in a school environment.

## Additional Information

### Smoking

We do not permit smoking anywhere on the school premises and grounds.

This includes vaping.



### Car parking

Please enter your registration number when you sign in, as we have limited parking and you may be asked to move your car.

Please be aware that between 8am–9.15am and from 3.10pm–3.45pm that we have children and parents entering and leaving the school grounds. We ask that you would time your departure before or after these times.

### Toilets

ADULT toilet facilities are available on request to a member of staff.

### Child Protection concerns

The protection and safeguarding of our children is our highest priority.

If you observe any behaviour or incidents in our school that you would feel are a concern of this nature please do not leave without informing our Designated Safeguarding lead or the designated deputy. These people are identified on the reverse of this leaflet.

If you require further information or clarification on any matter please see our full policy situated in the reception area.