Health and Safety Information for Delegates, Visitors, Volunteers & Trainees

This leaflet contains important information for your safety and the safety of others.

Everyone working with our children, their parents and carers should be aware that they are responsible for ensuring that their own behaviour towards the children is not only safe, but seen to be safe at all times.

Mobile Phones

Mobile phones must not be used in school, except in the staffroom. If there are any problems with this please contact the office. Thank you.

Summary of Safeguarding Information for Visitors & Volunteers

St Laurence Church Junior School is committed to the highest standards in protecting and safeguarding children entrusted to our care.

Our school will support all children by:
- Promoting a caring, safe and positive environment within the school
- Encouraging self esteem and self discipline
- Effectively reinforcing our behaviour policy through emphasising the 4 Rights:
  - The Right to be safe
  - The Right to respect
  - The Right to teach
  - The Right to learn

We recognise that some of our children may be victims of different types of abuse. Staff working with children are well placed to identify such abuse.

In order to protect our children we aim to:
- Create an environment and an atmosphere where all our children can feel secure, valued and listened to
- Train all staff to recognise the signs and symptoms of abuse
- Respond quickly, appropriately and effectively to cases of possible abuse.

Everyone working with our children, their parents and carers should be aware that:
- Their role is to listen and note carefully any observations which could indicate abuse
- They should not attempt to investigate once the initial concern is raised
- They should involve the DESIGNATED SAFEGUARDING LEAD (DSL) immediately
- Disclosures of abuse or harm from children may be made at any time

If you have a concern that a child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you MUST contact:
- The Designated Safeguarding Lead – Mrs L Haden Assistant Headteacher
- The Deputy Designated Safeguarding Lead – Mrs K Mulrain Deputy Headteacher
- The Deputy Designated Safeguarding Lead – Mrs Jane Lindsay Headteacher

If anything worries or concerns you, report it straight away.
IN CASE of FIRE

Fire Exits are clearly labelled and can be found at:

- Main Entrance
- Hall x 2
- Each Wing
- Each Lower Ground Classroom
- Library
- Community Room
- Toilets in Y3 Corridor
- Staff Room

Fire Assembly Point is:
Main Field

To keep us all safe in school we adhere to these four Basic Rights:

The Right to be Safe
The Right to Respect
The Right to Teach
The Right to Learn