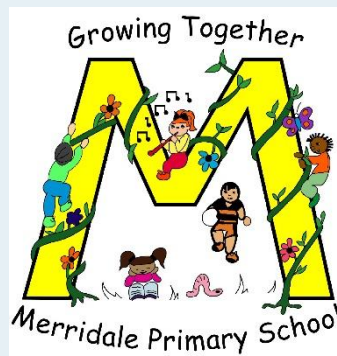


Merridale Primary School

Visitor Information

Health, Safety and Safeguarding Information for Visitors

To ensure your health, safety and well-being during your visit, please take a few minutes to read this leaflet.



Headteacher: Mrs L Towle
Chair of Governors: Mr M Rizwan

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Welcome to Merridale

We hope your visit will be enjoyable, informative and safe. Please help us by reading and complying with the guidance contained within this booklet, which is intended to ensure your health and safety whilst at Merridale Primary School. If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.

The main school office is located in the main entrance. On arrival, you will be asked to show your ID and sign in using our automated entry system on the front desk. The system will ask for your information and a visitor pass will be printed. This must be worn at all times whilst on the school grounds. When leaving the site, you must sign out on the system.

Accessibility

If you are disabled and feel you may require assistance during your visit, please advise office staff on arrival so that arrangements can be made to assist with your visit or any necessary evacuation.

Parking

If you have parked on the staff car park, please inform the school office when you arrive, giving your vehicle details.

If a visitor needs to visit a child or member of staff in a classroom for any reason, they will be escorted by a member of the office staff or directed to a specific waiting area

Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school premises
- Please do not use phones where pupils are present. If you must use your phone, you may go to the main school office or staffroom.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school premises.

A full copy of our mobile phone policy is available on our website.

In case of fire:

- 1) The FIRE BELL will ring continuously.
- 2) Children, staff and visitors will move to the playground through the nearest fire exit door. Please familiarise yourself with your nearest emergency exit door. Children will be supervised and supported to evacuate by school staff.
- 3) Fire marshals will conduct a sweep of the school to ensure everyone has been evacuated.
- 4) DO NOT stop to collect personal belongings. Do not take any risks. Do not run or panic. Please make sure you close all doors behind you.
- 5) The school administrator will bring registers to the assembly point.
- 6) Staff, children and visitors assemble on the playground at the back of school.
- 7) Staff will immediately take a roll call of the pupils in their class and report anyone missing to a Fire Marshal.
- 8) You must not re-enter the building until you are told it is safe to do so.

If you discover a fire, raise the alarm immediately and evacuate via your nearest emergency exit.

Safeguarding and Child Protection

Merridale Primary School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.

By signing in and out at the office, you are agreeing to follow the advice within these pages.

If, at any time, whilst on our school site, you are concerned about the well-being or safety of a pupil, please share your concern with a member of staff as soon as possible. Please do not look to deal with the specific issue yourself.

Confidentiality

Sometimes visitors work with children in school. It is important that our visitors respect the need for confidentiality. Issues overheard or discussed referring to children and staff should not be discussed outside school or on social media.

If you have a concern about a child please pass this on to the child's class teacher, who will then follow our safeguarding procedures. If they are not available, please speak with one of our Designated (or Deputy) Safeguarding Leads:



Mrs
Towle



Mrs
Byrne



Mrs
Corbett

- **Switch off** your mobile phone/device and store it in your bag/out of sight.
- In the event you do need to use your mobile phone or camera enabled device, please do so in an area that is not accessed by the children, this includes corridors. Such places could be in one of the offices or in the staff room.
- Do **not** take pictures, videos or sound recordings of any pupils unless you have sought permission from the school.
- If you are working with a child, please ensure the class teacher is aware of this, where you are working and approximately how long for
- If you are working with a child, please do so in a space that is open, or have an open door or visible by others through a window
- If you have a concern about another adult in school, please ask to speak to a Designated Safeguarding Lead.
- Always share concerns with school staff, no matter how small they may appear, and don't keep them to yourself.

Safeguarding continued...

- If you have a concern about another adult in school, please ask to speak to a Designated Safeguarding Lead.
- Always share concerns with school staff, no matter how small they may appear, and don't keep them to yourself.
- If a child says something to you that you think could be a safeguarding concern, act as above, and if possible write down what was said immediately. Listen to the child, do not question them or promise them that it will remain confidential between the two of you. If you feel that a child may be at risk of harm but are not sure, then inform a member of school staff immediately. They will offer advice and take appropriate action. Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background ability or disability.

DO NOT LEAVE THE SCHOOL BUILDING WITHOUT REPORTING A CONCERN.

- A copy of the schools Safeguarding and Child Protection policy is located on the school's website: **www.merridaleprimary.co.uk**

General Information

Personal Property

Please keep your valuables with you at all times. Mobile phones must be switched off and out of sight in classrooms and pupil areas.

First Aid

If a child or adult requires first aid assistance when in school, please contact a member of staff who will assist and enlist the help of a trained person. If you have a medical condition that you would like us to be aware of (so we can offer some help should it be necessary) please inform a member of staff on arrival.

Smoking

Smoking/vaping is not allowed anywhere on the school site (the school grounds as well as the building).

Health and Safety

If you see anything that is a health and safety concern, report it immediately to a member of staff. If you have an accident or hurt yourself, please report to a member of staff for first aid assistance.

Work Equipment

Contractors coming onto the site must report to the office/Site Manager before starting work. Contractors must supply their own equipment. All electrical equipment brought onto the school site must comply with current legislation and have been tested in line with the Electricity at Work Regulations 1989.

COSHH

If you are bringing materials on site that are covered by the COSHH Regulations 2002, please leave a copy of the relevant sheet and risk assessment with our Site Manager.

Dogs

Dogs are not permitted anywhere on the school site