

Health & Safety Advice

FIRE PRECAUTIONS

In the event of a fire alarm sounding continuously at any time, you must leave the building immediately using the nearest fire exit—clearly marked with a green and white sign. There are fire notices around the school to inform you of your nearest assembly point. Take time to ensure that you know where to go.

FIRST AID

In the event of an accident, please advise a member of staff who will enlist the help of a trained first aider. If you have a medical condition which you would like us to be aware of, so that we can offer some help should it be necessary, please inform a member of staff on arrival. An accident form should always be completed by the first aider treating you.

PERSONAL SECURITY

Please sign in using the screen in the main entrance and wear the visitor's badge which is issued. Please keep all handbags and valuables with you at all times. If you leave the building for a short time, please exit through reception, informing the staff as you go. Please do not prop open any doors which could leave access to unauthorised individuals.

This leaflet has been given to you to make sure that you understand what is expected of you. Please ask the person who gave it to you if you are unclear about anything in it. Please keep this leaflet in a safe place so that you can read it again if you need to.

Safeguarding is of the utmost importance to us.

If you have any concerns that a child is being harmed or is at risk of harm, or if you receive a disclosure you must contact the following staff immediately:

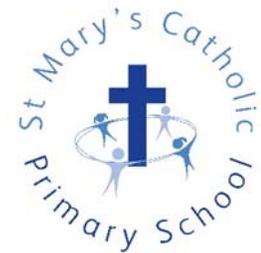
St Mary's Catholic Primary School
Mill Street
Brierley Hill
West Midlands
DY5 2TH

Telephone: 01384 818435

Principal: Ms O'Beirne

Welcome to St. Mary's Catholic Primary School

'providing a Christ centred setting
whereby all can live out the messages of
Jesus with love, understanding and care'



Safeguarding And Health & Safety Advice For Visitors & Volunteers

SAFEGUARDING CHILDREN

Child protection Advice for Volunteers and visitors

St Mary's Catholic Primary School warmly welcomes you.

We hope this leaflet will provide all the information you need to make your visit enjoyable and safe. As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children at St Mary's Catholic Primary School.

What are my responsibilities as a volunteer or visitor?

All those who come into contact with children through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

Disclosure and Barring Checks

All volunteers who work with children will require an enhanced Disclosure and Barring Certificate. This is to help ensure that unsuitable people are prevented from working with children. Applications are completed online. Please ask at the school office for an instruction leaflet and advice on which documentation is necessary for you to present for the check to be completed.

St Mary's Catholic Primary School has a safeguarding policy and a copy is available from the school office.

What should I do if I am worried about a child?

If whilst working with a child you become concerned about:-

1. Comments being made by a child
2. Marks or bruising on a child
3. Changes in the child's behaviour or demeanour

please report these concerns to the class teacher, who, if they feel it is appropriate, will pass the information on to the school's designated Child Protection Officer.

Immediately record details of the disclosure including, wherever possible, the exact words or phrases used by the child. Forms for the recording of information of this nature are available and should be completed and returned to the Principal to enable the matter to be dealt with in the most appropriate way.

What should I do if the alleged abuser is a member of the school staff?

You should report such allegations to the Principal/Child Protection Officer.

What should I do if the alleged abuser is the Principal?

You should report such allegations to a member of the Senior Leadership Team who will notify the Chair of Governors and Local Authority Designated Officer.

How do I ensure that my behaviour is always appropriate?

As a volunteer you may well be working closely with children, sometimes on a one to one basis.

Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.

If you are working with a pupils on his/her own, always ensure that the door is left open or that you can be visible to others.

We ask that visitors turn mobile phones off on arrival and refrain from using them on site.