

Health & Safety

First Aid

On finding someone who requires First Aid, please raise your concern with a member of staff if one is present. If not, please contact Reception.

Fire Procedure

On finding a fire please raise the alarm immediately. Exit the building using the safest route possible and assemble in the KS2 playground.

Do not re-enter the building until you are told it is safe to do so.

Smoking

Smoking, including vaping is not allowed in the school building or grounds

Concerns

If you have any concerns regarding Health & Safety, please report them to the Trust Health & Safety Officer

Mr W Lovey on 01634 961080

Thank you for taking time to read this leaflet.

If you have any questions or concerns please ask.

**Hoo St Werburgh Primary
School & The Marlborough
Pottery Road
Hoo
Rochester
Kent
ME3 9BS**

Phone:

**338040 (main school)
338080 (The Marlborough)**

Email:

office@hoo-st-werburgh.medway.sch.uk
office@themarlbrough.org.uk

Hoo St Werburgh
Primary School



Hoo St Werburgh
Primary School



Safeguarding and Health & Safety Information For Visitors

**'Safeguarding is Everyone's
Responsibility'**

Please find enclosed important information regarding Safeguarding and Health & Safety. Please then take a moment to read through this leaflet and familiarise yourself about our school and procedures.

Please ask any member of staff if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

Thank you

‘Safeguarding children is everybody’s responsibility.’

Welcome to Hoo St Werburgh Primary School & The Marlborough, where we take our role in Safeguarding children and young people very seriously.

WHILST ON OUR PREMISES, THE FOLLOWING MUST BE OBSERVED:

Health & Safety

Your safety and wellbeing during your visit is important to us. As a visitor you have a legal duty of care for the Health & Safety of yourself and others.

Safeguarding Children

If you have any concerns that a child has been harmed, is at risk of harm, or you receive a disclosure; please speak to one of our Designated/Deputy Safeguarding-Leads as soon as possible.

Use of Mobile Phones & Cameras in School

Staff, visitors, volunteers and learners are **NOT** permitted to use their own mobile phones or cameras to take or record images of children. Mobile phones should be turned off.

DBS Certificates

All Staff, including supply staff regular visitors and volunteers are required to Disclosure and Barring Service (DBS) checks to ensure the safety of our learners.

Contact with Learners

All those who come in to contact with learners within our school are responsible for their actions and behaviour. Please behave in a responsible manner that would not raise any concerns or questions, avoiding situations which may lead to your intention or motivation to be questioned.

Identity Badges

Please ensure that you wear your identity badge at all times when on school property. Any adult in school without an identifying badge will be challenged.

Disclosures

If a learner discloses something that concerns you, do not be alarmed. Please, never promise confidentiality in this situation. Let the learner talk and listen to what they have to say. When the learner is finished, explain that you will pass on the information to someone in the school they can trust.

School

Any allegations against the Headteacher should be reported to the Chair of Governors.

Academy

If an allegation is made against the CEO, this needs reporting to the Designated Safeguarding Lead.

If you have any concerns or worries about a learner, have witnessed or have knowledge about any learner at risk, speak to one of the Safeguarding Team without delay.

Safeguarding Team

(The Marlborough)

**DSL Ms Devlin
DDSL’s
Ms Kennett/Ms D Mack/Mrs Currie/Mrs
Brace, Mrs Lovelock**

(Main School)

**DSL Mrs M Pace
Deputy’s Mrs E Poad/Mrs Hunt
Mrs L Boffa, Mrs Banks, Miss Boaks**

Nominated Safeguarding Governor:

Mrs Anne Costidell

If you are unable to locate one of the named members of staff, please contact reception on

**338040 (main school)
338080 (The Marlborough)
or
Medway Safeguarding Children
Partnership
01634 334466**