

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 the office.

Fire Procedure

On discovering a fire, please raise the alarm immediately.
Exit the building using the safest route possible and assemble on the playground.
Do not re-enter the building until you are told it is safe to do so.

Concerns

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

Thank you for taking time to read this leaflet. If you have any questions or concerns please ask.

Hempstalls Primary School
Collard Avenue
Cross Heath
Newcastle-under-Lyme
Staffordshire
ST5 9LH

01782 950082

office@hempstalls.staffs.sch.uk



Hempstalls Primary School

Safeguarding and Health & Safety Information

Please find enclosed important information Regarding Safeguarding and Health & Safety

Please ensure you have reported to reception, signed in and received an appropriate badge.

Please then take a moment to read through this leaflet.

Thank you.



'Safeguarding children is everybody's responsibility'

Welcome to Hempsalls Primary School. We take our role in Safeguarding children very seriously.

Whilst on our premises, the following must be observed:

Health & Safety

Your safety and wellbeing during your visit are 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 contact Mrs Bennett and our Designated Safeguarding Lead as soon as possible.

Use of Mobile Phones & Cameras in School
Staff, visitors, volunteers and students 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 students. Advice about DBS Checks and certificates is available on request

Contact with Students

All those who come in to contact with students within 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 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 student discloses something that concerns you, do not be alarmed. Please never promise confidentiality in this situation. Let the child talk and listen to what they have to say. When the child 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 Principal, this needs reporting to the Designated Safeguarding Lead

If you are worried or concerned about a child, have witnessed or have knowledge about any child at risk speak to one of the Safeguarding Team without delay.

Miss A Bell
Headteacher and Designated Safeguarding Lead

Mrs J Hemmings & Mrs K Timmis
Deputy Designated Safeguarding Lead

Mrs A Evans
Nominated Governor for Safeguarding & Chair of Governors

If you are unable to locate one of the named members of staff, please contact the School Office.

Staffordshire First Response
0800 13 13 126
first@staffordshire.gov.uk

Police

Emergency 999
Non-Emergency 101

Staffordshire Safeguarding Children Board
www.staffsscb.org.uk