

## Safeguarding Children at Coombe Road Primary School

It is the duty of all staff to report and log incidents which affect the safeguarding of children.

The following members of staff are designated Safeguarding Leaders at Coombe Rd Primary School.



Mrs C Dakin  
(Interim Welfare Officer)



Mrs V Phillips  
(Headteacher)



Mrs C Burcombe  
(Asst Headteacher)

If you have a safeguarding concern about a member of our school community or have a question regarding a safeguarding matter please ask to speak to one of the above.

The NSPCC provides advice and support to adults who are concerned about the safety or welfare of a child. They are available 24 hours a day on 0800 800 5000.

## Personal Security

Every visitor is asked to sign in using the Visitors' Register at the main entrance and to wear a visitor's badge throughout their visit.

Please return to the office when you leave the premises to sign out.

If you leave the building for a short time please exit through the main entrance, informing the office staff as you go. Please **do not** leave any doors open that could allow access to unauthorised people.

## Safe working with children at Coombe Road Primary

- Be a positive role model by demonstrating the school's Golden Beliefs of **commitment, opportunity, respect** and **excellence**.
- Treat all children equally. Never build a 'special relationship' or favour a particular child above others.
- Ensure that when working with individual children that the door is left open or that you can be visible to others.
- Do not record children in any way (unless prior consent has been given).
- Do not use social media/ other communication technologies with children or give out any personal details.
- Do not receive or give gifts to any child unless prior consent has been obtained from a member of the senior leadership team.
- Only touch children for professional reasons and when this is necessary and appropriate for the child's wellbeing and safety.
- Refer to the Safeguarding/ Child Protection Policy for more information.

## Fire Safety Precautions



### If you hear the alarm:

The evacuation alarm is a two-tone, continuous sound. Once heard you must evacuate the building by the nearest available exit (clearly marked with a green and white sign) and proceed to the assembly point on the first playground you reach. Remain there until you are told it is safe to re-enter the building.

If you feel that you may require additional assistance during an evacuation please advise office staff when signing in.



### If you discover a fire:

Activate the fire alarm by using one of the red 'break-glass' call points and leave the building by the nearest available exit. Proceed to the assembly point and report to a senior member of staff:

- The fire's location;
- What was on fire;
- Any other relevant details.

## First Aid



### If you require first aid:

Please advise a member of staff who will assist you and enlist the help of a trained first aider.

If you have a medical condition of which we should be made aware please inform a member of staff upon arrival.

## Accidents and Incidents

Coombe Rd Primary aims to provide a safe and healthy working environment for everyone. Please report **any** accidents/incidents or *near misses* to the office so that we can record details in our accident book and provide any assistance that may be required.

## COSHH

If you are bringing materials on to the premises that are covered by the COSHH regulation, please leave a copy of the relevant COSHH assessment and Material Hazard Data sheet with the school office or Caretaker, **Mr Peter Apps**.

## Working Equipment

Contractors coming onto site must report to the office or Caretaker, Mr Peter Apps, before commencing work. All electrical equipment brought onto site must comply with current legislation and been tested and maintained in line with the Electricity at Work Regulations.

## Contractors

Contractors will be expected to follow relevant method statements and / or safe systems of work. You should advise the school office if your work is likely to disturb any services e.g. *electricity, gas etc.*

Information on the locations of asbestos are contained within our asbestos survey and our register of asbestos containing materials. Copies are available from the Caretaker.

## Smoking



In order to maintain a healthy, safe environment and in accordance with legislation, smoking is not permitted within the school or its grounds. Please respect our no smoking policy.

We thank you for your co-operation and for caring for everyone's health and safety during your visit.

Should you identify any shortcomings in our health and safety arrangements, we would be grateful if you would draw it to our attention by alerting the office or the Headteacher.

Full details of the school's health and safety arrangements are available from the Headteacher, who together with the Governing Body, take responsibility for the fulfilment of our statutory obligations under the Management of Health and Safety at Work Regulations 1999.

Headteacher: Mrs V Phillips  
**Coombe Road Primary School**  
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*Welcome to*

# COOMBE RD Primary School



***Broadening Horizons  
Raising Aspirations***

**Safeguarding Information for  
Parents/Carers and Visitors**