

KEY CONTACTS

HEADTEACHER
Mr M Wartnaby

DEPUTY HEADTEACHER
Mrs N Preston

ASSISTANT HEADTEACHER
Mrs P Dulay

PASTORAL LEAD
Mrs E Howard

CO-CHAIR OF GOVERNORS
Mr D McGrath
Mr R Weyman

SITE MANAGER
Mr M Smirk

Please report any child protection, or health and safety concerns to the main school office.

Any child protection concerns should be reported immediately to one of our Designated Safeguarding Leads who can be accessed via the main office.



Child Protection

The Crescent Primary School is committed to safeguarding and promoting the welfare of children and requires all staff, parents, volunteers and visitors to share this commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts named within. Please keep the leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to a **Designated Safeguarding Lead** - Mr M Wartnaby, Mrs N Preston, Mrs P Dulay or Mrs E Howard who can be contacted via the main school office. **Do not** discuss your concerns with the child, and **do not** carry out an investigation.

If a child makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the **Designated Safeguarding Lead** of your concerns immediately.

If you are concerned about the conduct of a member of staff or volunteer in our school, you must contact the Headteacher, Mr Wartnaby, or a Deputy Head Teacher in his absence.

Keeping Yourself Safe

- ◆ Be professional
- ◆ Be careful how you interact with or speak to a child, the child may interpret it differently
- ◆ Do not give any personal information to children
- ◆ Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- ◆ Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- ◆ It is best not to do anything for a child that he or she can do for him or herself.
- ◆ **Remember ... if in doubt ... ask.**

Designated Safeguarding Leads (DSL)

Photos of the DSL's in school can be found in the main school reception next to the signing in screen. They are Mr M Wartnaby (Headteacher), Mrs N Preston (Deputy Headteacher), P Dulay (Assistant Headteacher) and Mrs E Howard (Pastoral Lead).

THE CRESCENT PRIMARY SCHOOL

Working Together, Learning for Life



SAFEGUARDING INFORMATION

Guidance for adults
visiting or working on
our site

The Crescent Primary School
Toynbee Road
Eastleigh
Hants
SO50 9DH

Tel: 023 8061 2536

Email: adminoffice@crescent.hants.sch.uk

Web: www.thecrescentprimary.com

SAFEGUARDING FOR VISITORS

Safety Information for Visitors

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

Security

The school office is located in the main entrance. On arrival you will be asked to show your ID and DBS (if applicable) and sign in at the front desk. You will be given a Visitor's Badge, which **MUST** be worn at all times whilst on school grounds. When leaving the site you **MUST** sign out before leaving.



Health & Safety

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site.

As a visitor to our school it is essential that you follow any health and safety guidelines that may apply. Please report any concerns to the school office.

Fire Safety

On discovering a fire

- ◆ Sound the fire alarm by using one of the 'call points' located around the site near fire exits or by alerting a member of staff
- ◆ Evacuate the building from the nearest available exit and go to the **main playground**
- ◆ Report to one of the duty officers to be checked against the visitors' sign in record.

On hearing the fire alarm

- ◆ Should the fire alarm sound, you must evacuate the building via the nearest fire exit ensuring that all doors are closed behind you
- ◆ Do not run or panic
- ◆ Do not take any personal risks.
- ◆ Go to the assembly point on the **main playground**
- ◆ Report to one of the duty officers to be checked against the visitors' sign in book
- ◆ You must not re-enter the building until you are told it is safe to do so.

First Aid

If you need first aid or feel unwell during your visit please alert a member of staff, go to the main office or telephone the school office from an internal phone entering the number 101, 102, 103 or 118.

Disabled visitors

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

Smoking

The Crescent Primary School operates a no-smoking policy, which includes the school grounds as well as inside the building. This includes vaping.

Security

Please keep briefcases, laptops, and bags etc. with you at all times whilst on site. Also keep personal belongings and paperwork safe. Visitors are advised not to leave valuables in their car. Vehicles are parked on school site at your own risk. The school is not to be held responsible for any loss or damage to personal property.

Mobile Phones

Mobile phones should not be used in and around the school site. Please turn them off on arrival. Should you need to make or receive an urgent call please do so in one of the admin offices or off-site. The school is not responsible for your personal property and can not be liable for them if you lose/damage them while on our premises.

Concerns about a child:

If you have any concerns about a child, please contact Hampshire Children's services on **0300 555 1384** or speak with a member of our DSL listed on the back of your visitor badge.