Security (Personal and buildings)

Every visitor is asked to sign in with 'Inventory' at the main entrance and to wear identification badge while in school. Please keep your valuables with you at all times. If you do leave the building for a short time, please exit through the reception, informing the office as you go. Please do not prop open any doors which could allow access to unauthorised individuals. It is the schools policy to security mark IT / valuable equipment.

Accident Reporting

All accidents, near misses or other incidents must be reported to the office staff as soon as possible.

Smoking

To comply with legislation and to maintain a healthy and safe environment, smoking is not allowed within the school buildings or the grounds. Please respect our no smoking policy.

Fire Precautions

In the event of the alarm, which is the continuous school bell, everyone must leave the building immediately using the nearest exit - all clearly marked. You will be directed to the relevant assembly points on the playground. If you may require assistance with your evacuation, please make staff aware of this. Wait to be accounted for.

Mobile Phones

All visitors, including parents, carers, and contractors should be respectfully advised that their mobile phones/cameras are not to be used in designated mobile phone/camera use free areas.
Should it be considered necessary for mobile phone calls and/or texts to be taken or made, efforts should be made to avoid any unnecessary disturbance or disruption to children and young people.
No images, video or audio recordings are to be made without prior explicit written consent by the designated person for safeguarding.

Thank you for your co-operation to ensure the safety of yourselves during your visit. Should you identify any shortcomings in our arrangements for health and safety please bring this to the attention of a member of staff.

St Anne's Catholic Academy

Camp Hill Drive, Nuneaton

CV10 0JX

02476392877

www.stannesnuneaton.co.uk

admin2035@welearn.com

The Holy Spirit Catholic Multi Academy

Health and Safety & Safeguarding Information for Visitors & Contractors

We wish to ensure your health, safety and wellbeing during your visit, so please take a few minutes to read this leaflet.

Please contact the reception if you have any specific requirements during your visit.

WIFI CODE charltoN486

Using SAR3583

In the event of a School Lockdown

In the event of a lockdown you will hear an intermittent ringing of the school bell. If you are with a member of staff please follow their instructions. In the event that you are not with a member of staff please follow these steps:

1. If you are not already in a classroom please go to the nearest classroom if safe to do so.

2. Close classroom door. Lock if possible. Barricade calmly if possible.

3. Close windows and blinds.

4. Sit quietly out of sight (hide under desk). Switch off mobile phone (your location can be tracked via Bluetooth).

5. Lockdown is only lifted once the school bell has rung six times.

6. If a member of the emergency services gives you instructions, please follow them exactly.

First Aid

In the event of an accident, please contact a member of staff who will assist and enlist the help of a trained person. If you have a medical condition that you would like us to be aware of, (so we can offer some help should it become necessary), please inform a member of staff on arrival.

Work Equipment

Contractors coming onto the site must report to the school office before commencing work. Contractors must supply their own equipment and not use the schools. All electrical equipment bought onto the site must comply with current legislation, and have been tested in line with the Electricity at Work Regulations 1989. Any portable hand held power tools must be used at 110V.

Asbestos

Contractors should sign to say they have seen the schools relevant asbestos information before commencing any work. The information can be found on the WCC Atlas Web system which can be found in the school office.

COSHH

If you are bringing materials on site that are covered by the COSHH Regulations Please leave a copy of the relevant safety data sheet and risk assessment with the school office before commencing work.

Safeguarding

At St Anne's we are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment.

If you are unclear about anything in it please speak to any of the contacts named within.

If you are concerned about the safety of any child in our school, you must report this to one of the Designated Safeguarding Leads (DSL).

If you are concerned about the conduct of a member of staff or volunteer in the school (Allegations against Staff / Whistleblowing Policy), you must contact the Head of School. In the absence of the Head of School (Tracey Gillin), your contact is Siana Woodward or Martyne Atkins.

Designated Safeguarding Leads for St Anne's

Tracey Gillin
Principal

Siana Woodward
Assistant Principal

Martyne Atkins
Assistant Principal

Patricia Fineli-Calder
SENDCO

If a child discloses they might be subject to abuse:

- React calmly
- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- Do not ask leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, for example, "tell, explain, describe or outline" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.
- Reassure the child that they are doing the right thing.
- Record carefully what the child says in their own words including how and when the account was given. Date, time and complete a Concern Form which is available from the Main Reception. This will be passed on to one of the Designated Safeguarding Leads.

If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding Leads immediately. They will offer advice and take appropriate action.

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background, ability of disability.

A copy of the schools Safeguarding Policy is located in the school office.