

Richmond Park Primary School is committed to Health, Safety & Safeguarding.

As a school we seek to actively promote the welfare of our pupils and require that all staff and visitors to Richmond Park Primary School share this commitment.

This leaflet has been produced to make sure all visitors to Richmond Park Primary School understand what is expected of them.

Please ask if you are unclear about anything in this leaflet and keep it in a safe place so that you can refer to it as required.

If you are worried about the welfare or safety of any pupil within Richmond Park Primary School you must report this to the Senior Designated Person for Safeguarding (SDP) or her deputy.

SDP: Helen Wyn Davies (Headteacher)

Deputy SDPs:

Daniel Cooper (Deputy Headteacher)
Helen Adams (ALNCo)

Safeguarding Governor: Emlyn Schiavone

Disclosure by a child

If a child discloses information about significant harm you should:

- Listen
- Tell the student that you need to tell someone else—you cannot promise confidentiality.
- Make accurate notes of what has been said by the student and pass this immediately to the Senior Designated Person for Safeguarding or her deputy.

It is not your responsibility to investigate but to report to the Designated Person for Safeguarding.

Harm can take many forms. Harm can be in the form of Neglect, Physical, Sexual or Emotional harm, or Extremism or Radicalisation.



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Richmond Park Primary School

Health, Safety & Safeguarding
Information for Visitors



We wish to ensure the health, safety and security of both yourself and pupils of Richmond Park Primary School so please take a few minutes to read this leaflet at the start of your visit today.

Thank you!

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. As a school we are committed to safeguarding and meeting the needs of our pupils and we hope this leaflet will provide some useful advice and information for our visitors.

Security

All visitors should report to the school Reception on arrival and sign the Visitor's Book, showing proof of identity if requested. All visitors will be issued with a badge on an appropriate lanyard, depending on the reason for the visit. Badges should be worn and visible at all times during your visit. *Please remember to sign out and return your badge at the end of your visit.*

Enhanced Disclosures

All staff and regular volunteers require a Disclosure and Barring Service Enhanced Certificate (DBS). If you do not have a DBS you are not allowed to work unsupervised with our pupils.

Photography

This is strictly prohibited unless requested by a member of staff, in which instance photos may only be taken using school equipment. Mobile phones must not be used in school under any circumstances and you may be asked to hand yours in at the school office.

Contact with pupils

Maintain a professional approach to pupils at all times. Avoid being alone with any pupil. If you are working on your own with a pupil always make sure the door is left open so that you can be visible to others.

Children are often spontaneously affectionate and tactile and it is important not to reciprocate this response.

Facebook & other social networking

If you are a regular visitor in school you need to take extra care to ensure that you maintain appropriate contact on social networking sites. It is strongly discouraged for visitors in school to *'make friends'* with any pupil at Richmond Park Primary School. It is also recommended that care be taken when *'making friends'* with parents of children at school. Communication should always be respectful and should never mention work carried out in school on any occasion. Members of staff are not permitted to *'make friends'* with any pupils under any circumstance.

Confidentiality

As a visitor to Richmond Park Primary School you may be privy to information disclosed about pupils or staff. Under the Data Protection Act 1998 this privileged information should never be shared outside of school under any instance.

Fire Precautions

In the event of the fire alarm sounding (a continuous tone) all visitors must leave the building immediately using the nearest fire exit (clearly marked across the school). The assembly points are either the Infant or Junior Playground, whichever is the nearest. The fire alarm is tested weekly on Monday at 8:00 a.m.

First Aid

In the event of an accident, even if personal injury is not sustained, please contact the Administrative Officer in the school office. First aiders are indicated in the school office and all teaching assistants are first aid trained.

If you have a medical condition that you would like us to be aware of, or in case of emergency, please indicate this to the office staff on arrival.

Non Smoking Site

In order to maintain a healthy and safe environment, smoking is not allowed within the school buildings and grounds, including inside vehicles parked in the car park.

Car Park

We kindly ask that you do not use our staff car park but use the public car park adjacent to the school.