FIRST AID

The school has several trained first aiders on site during school hours. Should you require their assistance, please contact the main reception. If you have an accident whilst at the school, you must report it to a member of staff or the main reception and complete the appropriate paperwork.

HEALTH AND SAFETY

Bridge Farm Primary School regards the promotion of health and safety to be of the utmost importance for everyone who attends and visits the site. It is school policy to ensure that every reasonable step is taken to prevent injury and ill health from hazards at work. A copy of the full policy is available. This includes the students and visitors to the school whether they are employed or attending site for other activities. This is achieved by:

- Assessing and controlling risk as part of the day-to-day management of school activity
- Providing and maintaining safe, healthy, and secure working conditions, training, and instruction so that personnel are able to perform their various tasks safely and efficiently.
- Ensuring that a constant awareness regarding health and safety at work is maintained in respect of all activities within the school and during out of school activities.
- Periodic review of the safety policy as school activities and the associated risks changes.

Please comply with our safety procedures, whether written or brought to your attention by other means for your own protection, protection of those under your supervision and others who may be affected by your actions. Should you have any concerns relating to any incident, which has led, or could have led to damage or injury, please report your concerns to the member of staff supervising your visit or to the school reception who will inform a senior member of staff.

EMERGENCIES – LOCKDOWN

Lockdown procedures are in place. They could occur when an unauthorised/unidentified person has been seen on the premises. Teachers and pupils will return to their classes, lock doors & close windows until the situation has been investigated and all clear given. If a lockdown is activated visitors should follow the advice from your supervising member of staff.

ADULT TOILET FACILITIES

Staff toilets and disabled toilets are in all buildings. Should you identify a problem with any of our toilet facilities, please inform reception.

SECURITY AND CAR PARKING

Visitors are advised not to leave valuables in their cars. If this is unavoidable lock all valuables out of sight in the boot. Personal belongings and paperwork should also be kept safe. Users of the car parks on this site do so at their own risk. Bridge Farm Primary School will not accept liability for damage or accident to any vehicles or contents whilst on site.

SMOKING/VAPING

The school operates a non-smoking or vaping policy; this includes the school grounds as well as the buildings.

MOBILE PHONES, PHOTOGRAPHY & VIDEO RECORDING

Mobile phones should be switched off whilst on site. If you need to make a call, please ask reception and you can do so in the staff room. No mobile phone usage in school without the consent of the Headteacher. Photography and video recording are only allowed with permission from the Headteacher or Deputy.

NETWORK AND INTERNET USE

Please note that the school network and internet use is closely monitored, and individual usage can be traced.

SCHOOL TIMES

Registration	EYFS 8.50am, KS1 & KS2 8.45am.
Lunch Break	EYFS 11.45am, KS1 12.15pm, KS2 12.00pm.
Finishing time	EYFS 3.15pm, KS1 & KS2 3.20pm.

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Bridge Farm Primary School

INFORMATION FOR VISITORS

Welcome to: Bridge Farm Primary School

Acting Headteacher: Mr Matthew Flannigan
Deputy Head: Ms Emma Cuthbert
Safeguarding Lead: Ms Emma Cuthbert
Telephone Number: 0117 9030420

This leaflet provides the following information:

- Safeguarding
- Visitors and Contractors
- Personal Emergency Egress Plans
- Fire and Emergency Evacuation Procedures
- First Aid
- Health and Safety
- Emergencies - Lockdown
- Adult Toilet Facilities
- Security and Car Parking
- Smoking/Vaping
- Mobile Phones, Photography & Video Recording
- School Times

Please take time to read this information leaflet, for personal safety, please always wear your identification ID clearly, and return it to the school reception when you sign out.

Living & Learning Together

SAFEGUARDING

The school is committed to the highest possible standards in protecting and safeguarding the students in our care. Our aim is to promote a culture of being a safe environment for young people and the adults who work with them. This is achieved by: -

- Ensuring that Disclosure and Barring Service (DBS) checks are carried out on all who regularly deal directly with students or have access to their personal information.
- Recruiting in line with guidance and safe practices
- Working to promote a safe culture where there is a common understanding of risk management and judgement in relation to safeguarding.
- Ensuring allegations are dealt with quickly, fairly and with transparency and staff operate safe practice that does not leave them open to misunderstandings or malicious allegations.
- Providing staff with the necessary training to recognise concerns about children and take responsibility for acting quickly on those concerns.
- Communicating child protection procedures to all staff, parents, and visitors.

If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (i.e., a student talks to you intentionally or unintentionally and tells you confidential information) whilst you are at the school, you must contact the following staff member as soon as possible via the main school reception.

Designated Safeguarding Lead (DSL) –
Ms Emma Cuthbert – Deputy Headteacher

If this person is not available, please contact one of our Deputy Safeguarding Leads -
Deputy Headteacher – Ms Emma Cuthbert
Learning Mentor – Mrs Debra Trotman
Assistant Head – Miss Molly Ferris
Safeguarding Governor – Mrs Emma Brooks

VISITORS AND CONTRACTORS

- All visitors and contractors must report to the Meadow office, sign in using our signing in system on arrival and sign out before leaving.
- All visitors and contractors must wear a visitors badge when on site. A green lanyard will be given if you have had your DBS checked at the office and a red lanyard if you do not have a current DBS. If you are not wearing a 'green' visitors lanyard, and you are seen around the school unaccompanied, you will be challenged.
- In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the designated fire assembly point.
- Contractors shall be informed of the fire and emergency procedures that apply. This includes: -
  - Action to be taken on hearing the fire alarm or discovering a fire.
  - Fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures.
  - The location of firefighting equipment and fire alarm call points in relation to the area of their work
  - Contractor's/sub-contractors working on site when school staff are absent i.e., at night or at weekends, shall have adequate arrangements in place and know how to call the fire and emergency services.
  - The risk of fire arising out of work undertaken any contractor will be assessed and appropriate precautionary measures put in place.
  - **Asbestos** – All contractors must look at the asbestos register before commencing invasive works. This is in the Premises Logbook in the main reception area.

Personal Emergency Evacuation Plans/ Medical Conditions

If you feel that you would require any additional assistance in an emergency evacuation of the building or have a medical condition, we should be aware of please make the office aware.

FIRE AND EMERGENCY EVACUATION PROCEDURES

Fire Notices are displayed around the school, indicating the actions to be taken on hearing the fire alarm or discovering a fire. You must read them and familiarise yourself with the nearest emergency exit. You have a duty of care to protect yourself in the event of a fire. You should: -

- Sound the alarm by operating the nearest break glass point. Inform a senior member of staff.
- Leave the area of the building that you are in by following the exit signs or by using the nearest exit.
- Make your way to the visitor's fire assembly point. This is in the main school playground.
- Do not attempt to collect belongings from within the building.
- Do not use the lifts.
- Upon arrival at the fire assembly point please report to the member of staff taking the visitors registration.
- Do not re-enter any part of the buildings until all clear is given.

