

### **Fire and Evacuation**

If the fire alarm sounds, leave the building by the nearest exit and proceed to the assembly point. The assembly point is:

**The school playground**

Do not leave site and do not re-enter the building until you are told it is safe to do so.

### **Smoking**

Smoking is not permitted anywhere on the site.

### **Mobile Phones**

- Mobile phones are not to be used within the school premises.
- If you need to use your phone for an emergency please speak to a member of staff.
- If a visitor, parent or carer is seen using their mobile phone, they will be asked politely to turn it off.

### **Site Safety**

If you identify a H&S issue whilst on site please notify a member of staff.

Your safety and well-being during your visit is important to us. As a visitor you have a legal duty of care for the Health and Safety of yourself and others.

### **First Aid and Accidents**

If you require first aid or you feel unwell then please notify a member of staff who will fetch a first aider to assist you.

Any incidents of illness, injury or accident must be reported to the school office.

### **Contacts**

The school has a Child Protection Policy and copies can be obtained from the school office or via our school website, in Policies under the Key Information page.

<https://www.bengeo.herts.sch.uk/policies-and-documents>

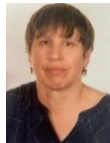
If you are worried about the safety of any child at the school you MUST report this to one of our designated safeguarding leads listed below.

**DSP:** Justine Page (Head Teacher)



#### **Deputy DSP's:**

Sarah Potts (Deputy Head), Rebecca Walker (SENCo), Stuart Young (Assistant Head), Jo Jocelyn (Pastoral Lead)



#### **Safeguarding Governor**

Governor – David Munoz



If you need to speak to someone urgently when the school is closed please contact-

**Children's Services telephone number  
03001234043 (including out of hours)**



### **Safeguarding and Safety Information**

### **Quick Reference for Parents, Carers and Visitors**

This leaflet has been given to you to help you to understand what is expected of you while visiting our school.



Bengeo Primary School is committed to safeguarding and promoting the welfare of young people and expects everyone to share this commitment.

Bengeo Primary School  
The Avenue  
Bengeo  
Herts  
SG14 3DX  
Tel: 01992 582765

Email: [admin@bengeo.herts.sch.uk](mailto:admin@bengeo.herts.sch.uk)

## Welcome to Bengeo Primary School

It is the responsibility of everybody (including visitors) to keep children safe. Everyone has a responsibility to report any concerns they have about the safety of any child within our school.

Safeguarding contacts can be found on the back of this leaflet.

### Security

All visitors must report to reception where they will sign in and be issued with a visitors' sticker and lanyard.

All visitors must wear their visitor sticker and lanyard at all times

### Lanyards

Visitors without DBS checks should be accompanied by a member of staff at all times. Visitors without a lanyard or visitor sticker will be challenged.

**BLUE** Staff

**YELLOW** Visitors

**BLUE** Bengeo Governor (DBS checked)

We hope that you enjoy your visit and we thank you for your cooperation.



## Every Child Matters

All children have the right to:

- Stay Safe – Protected from harm
- Be healthy – support their health and development
- Enjoy and achieve
- Achieve economic well-being
- Make a positive contribution
- Ensure they grow up in a safe environment



Safeguarding is about knowing when a child is at risk or needs help to deal with problems so that they can be kept safe from:

- Accidental injury or death
- Bullying and harassment
- Crime and anti-social behaviour
- Neglect, abuse or violence

You can help us to achieve these outcomes for all our children.

**At Bengeo Primary School every child really does matter!**

## Child Protection Advice

As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children at Bengeo Primary School.

What should I do if I am worried about a child? If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in the child's behaviour or demeanour

**It is important to remember that it is not your responsibility to investigate suspected cases of abuse but you MUST report them to the designated safeguarding leads (DSL's) as soon as possible.**

Please see the back of this leaflet for a list of our designated contacts.

If your concern is about a member of staff or volunteer you should report this to the Headteacher. If your concern is about the Headteacher, you should report this to the Chair of Governors.



All of the schools policies and procedures are available on the school website or from the school office.