

Key School Contacts

Principal

Mrs Sarah Fraher

Child Protection

Mrs Sarah Fraher

Health and Safety

Mrs Sarah Fraher

Complaints

Mrs Sarah Fraher

Chair of Governors

Mr Akhtar Ahamed

Safeguarding Governor

Mr Akhtar Ahamed

Health and Safety Governor

Mr Akhtar Ahamed

Please report any Child Protection or Health and Safety concerns to the School Office immediately.

Accidents must be reported to the School Office and an accident report form completed.

If the fire alarm sounds, please make your way out of the building calmly and promptly by following the green FIRE EXIT signs.

Smoking is not permitted anywhere on the school site.

Please remember to sign in and out at the School Office. Visitor lanyards must be worn at all times and returned to the School Office upon leaving the premises.



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WELCOME TO CAMPTON ACADEMY



INFORMATION FOR VOLUNTEERS and VISITORS

Safeguarding Health and Safety

Campton Academy is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment.

Introduction

Welcome to Campton Academy. This leaflet is designed to support you whilst you are in our school.

Security

Please ensure you have signed in at the School Office and that you wear your visitor lanyard at all times. Before leaving the premises, please remember to sign out and return your visitor lanyard to the School Office.

Safeguarding

Campton Academy fully recognises its responsibilities to promote and safeguard the welfare of children. All adults who come into contact with children have a duty of care to safeguard and promote their welfare.

Any visitors who do not have DBS clearance will be accompanied by a member of staff at all times whilst on the school site.

Should you have a Child Protection concern, please ensure this is reported to the class teacher or School Office immediately so they can inform the Principal who is the designated person for Child Protection.

Health and Safety

Health and Safety is everyone's responsibility and all visitors must comply with the school's Health and Safety procedures. Please report any hazards or safety concerns to the School Office so they can inform the Principal who is the designated person for Health and Safety.

Fire Procedures

If you discover a fire:

- Sound the alarm by breaking the nearest call point; these are situated by the fire exits.
- Exit the building by the nearest available exit and proceed to the assembly point on the Back Playground

On hearing the fire alarm:

- Leave the building IMMEDIATELY following the green FIRE EXIT signs.
- DO NOT stop to collect any belongings.
- If you require physical assistance in exiting the building, please make someone aware on your arrival at the school.
- Report to the office staff so you can be checked against the visitors' book.
- DO NOT attempt to re-enter the building again until told to do so by the Principal

Accidents

All accidents, including near misses, must be reported to the School Office and an accident report form completed. We thank you for your cooperation in this.

First Aid and Illness

Should you feel unwell during your visit please inform the School Office. If you are unable to make your way to the School Office, please advise a member of staff about your situation. For all first aid requirements,

please contact the School Office and a trained first aider will be able to help.

Disabled Visitors

If you have a disability and feel that you may require assistance during an evacuation of the building, please advise the School Office on your arrival so that arrangements can be made to assist with your safe evacuation.

Children's Behaviour

The children are expected to follow our school rules and to be polite and respectful at all times. If you feel a child is behaving inappropriately or in an unacceptable manner, please inform the class teacher so they can deal with it.

Confidentiality

Information about children is confidential and should not be discussed outside school. Anything you see, hear or do whilst you are in school must remain confidential and should not be repeated outside school or to other parents. Please share any incidents or concerns you may have with the class teacher.

Mobile Phones

To protect children, visitors should not put themselves in a position where their actions could be misinterpreted. Volunteers must not use mobile phones for anything other than making and receiving urgent phone calls. Mobiles MUST be switched off and NOT used whilst in the presence of children.