



# **Welcome to Hunslet Moor Primary School**

## **Visitor Safety Leaflet**

**Hunslet Moor Primary School is committed to safeguarding and promoting the welfare of children. As such we expect all staff, volunteers and visitors to share this common commitment.**

This leaflet contains information about our expectation of you whilst visiting our school. It gives information about our Safeguarding and Emergency Procedures.

Please keep this leaflet in a safe place so that you can read it again if you need to.

## **First Aid**

If you require First Aid please contact the school office who will alert a qualified first aider to assist you.

## **Smoking and Vaping**

Smoking or Vaping is not permitted on the school site, this includes the car park, main grounds and all buildings. If you wish to smoke you must leave the school premises. Please ensure that you dispose of your cigarette ends carefully and responsibly. Thank you in advance for your co-operation in maintaining the safety of all site occupants.

## **Policies**

Please be aware that you can view all our school policies on our school website at [www.hunsletmoor.co.uk](http://www.hunsletmoor.co.uk)

## **Behaviour**

We pride ourselves on being a well organised school with high expectations of behaviour. If you have any concerns around behaviour. If you have any concerns around behaviour then please refer them to a member of staff.

## **DBS**

If you are a regular visitor to our school, you are required to have an up to date DBS certificate. If you do not hold a DBS certificate please ensure that you are with a member of staff at all times. This is to ensure the safety of our children at all times throughout the school.

## **A Warm Welcome to all our Visitors**

Please ensure that you have signed in to school via the 'Inventory' electronic sign in at the main office reception. Please collect your visitor's badge. If you require any special assistance around school please make a member of our office staff aware. Your visitor's badge must be worn and visible at all times. We want your visit to be both enjoyable and safe, so please read this leaflet carefully. Please remember to sign out when leaving.

## Safeguarding

If you have any concerns whilst in school regarding the safety or welfare for one of our children, please speak to the school office who will direct you to one of our Safeguarding officers.



**Mrs Lee**  
Designated Safeguarding  
Lead



**Miss Darley**  
Head-Teacher  
Safeguarding



**Mrs Dellow**  
Deputy Designated  
Safeguarding Lead



**Mrs Strafford**  
Deputy Headteacher  
& Online Safety Lead



**Mrs Hemingway**  
SENDCo, Inclusion Lead  
& Deputy Designated  
Safeguarding Lead



**Mrs Graham**  
Attendance, Safeguarding  
& Wellbeing



**Mrs Brooke-White**  
Safeguarding &  
Wellbeing Worker



**Miss Harker**  
Safeguarding &  
Senior Inclusion



**Emma Marshall**  
Safeguarding Governor



**Salik Miah**  
Vice-Chair  
Safeguarding Governor

**The Designated Safeguarding Governors can be contacted through the School Office**

## **Keeping Ourselves Safe**

All visitors must sign in at Reception on arrival

Visitors will be issued with a badge that must be worn and visible at all times,

Visitors should remain in the reception area until under the supervision of a designated member of staff

Mobile phones are not to be used whilst on the school premises unless in a designated area.

Photographs are not to be taken unless by prior agreement

Be a good role model to our pupils by being respectful, fair and considerate of others. Remember children may interpret your words and actions differently.

During your visit, if you are concerned about the conduct of a member of staff, please inform the Headteacher or a member of the Senior Leadership Team immediately.

Report to staff any unacceptable behaviour.

When working with a child/children ensure you are visible to others.

All visitors must sign out at the school office.

## **Lockdown Plan**

Staff will be notified of lockdown procedures are to take place through any or a combination of the following alert procedures:

- Verbal notification.
- 3 Blows from a Whistle - all staff have been provided with a whistle (which should be worn at all times).
- Text Alert - the Critical Responder mobile phone in the main school office will send a text to all members of staff to alert 'Lockdown Protocol'.
- Once school is in Lockdown, you may be asked to relay this message to other members of staff.

Procedures:

- Follow the CLOSE procedure:
- Close all windows and doors and pull-down blinds
- Lock up and switch lights off
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in Lockdown for some time

## **Fire Procedures / Evacuation**

It is the duty of every member of staff to familiarise themselves with routes, exits and assembly points. Internal signage indicates emergency exits. Staff must exercise common sense during any evacuation and have an awareness of alternative routes.

Once outside, staff and pupils are to proceed in an orderly way to the designated assembly point in the playground:

There are 4 designated assembly points:

- At the far end of the main school car park
- On the KS1 playground
- Ball court – KS2 playground
- KS2 playground

The staff and pupils expected to assemble at each designated point are detailed below, however if it is unsafe or impractical for staff or pupils to proceed to this assembly point then common sense must prevail and staff would escort pupils to an alternative assembly point.

If the fire alarm sounds in the school hall, the most senior members of staff must co-ordinate the movement of pupils and staff to ensure a safe and timely evacuation. When adults are escorting pupils from the hall they need to ensure that pupils are escorted through the most appropriate exit where it is safe to do so.

## **Fire Officers**

Designated Fire Officers (or in their absence Deputy Fire Officers) will 'sweep' allocated zones of the school building. Fire Officers will be checking that;

- All pupils and adults have evacuated
- All fire doors and classrooms have been closed
- Fire officers who have any pupils with them at the time of an evacuation will hand these pupils over to another member of staff to escort to their assembly point before beginning their duties.
- Once Fire Officers have completed their 'sweep' (where safe to do so) they will evacuate from the nearest exit and make their way to their designated assembly point and confirm with the Fire Marshall that zones are clear.



**Hunslet Moor Primary School**  
**Head Teacher: Miss H Darley**

☐ **0113 2717257**

☐ **enquiries@hunsletmoor.co.uk**

**We hope you have an enjoyable visit**  
**Thank you**