

INFORMATION FOR CONTRACTORS

Our site rules apply to all our visitors and contractors. However there are some additional considerations that need to be made for anyone working on our site.

Please ensure all work and work schedules have been cleared by the Headteacher and that these guidelines are adhered to.

If keys are made available to you then please keep them safe and secure and only use them for the agreed purposes. Return all keys at the end of the project.

Ensure that timings for work—including arrivals and departures have been agreed and that these are followed. This is to ensure that we do not have contractor vehicles moving around the site at break, lunchtime or the beginning and end of the school day.

Please arrange with school staff for any comfort areas (e.g. toilets, drink making facilities) you will need access to before work commences. These designated areas (and timings if necessary) should be adhered to.

Any necessary pre-work check including the consultation of the asbestos register should have been done before any work commences. If you are unsure whether this is the case then please consult with the Office Manager or the Headteacher.

Although the school has trained First Aiders, we cannot guarantee their working hours or schedules will fit around works projects. Therefore, companies and individuals working on site must provide for their own First Aid requirements.

If unsupervised contractors are working on site while children are present, at least one member of the team must possess a DBS certificate and this must be made available to the school. We will then ensure there is adequate supervision of all contractors. It is expected that anyone working on site adheres to the school's safeguarding procedures.

DEFIBRILATOR

The school owns a defibrillator which is kept in the front reception.

All first aid staff have been trained in the use of this equipment.

We are happy for members of our community to make use of the equipment provided they return it in the same condition to the school. The school does not accept any liability for any malfunction or misuse of the defibrillator.

WESTONZOYLAND COMMUNITY PRIMARY SCHOOL & PRE-SCHOOL

Cheer Lane
Westonzoyland
Somerset
TA7 0EY

Telephone: 01278 691381

Email: office@WZPS.co.uk

www.westonzoylandprimary.co.uk

OTHER USEFUL DOCUMENTATION

For further information please consult the following policies available in the policy folder of our P drive or on the school website:

- Child Protection Policy
- Acceptable Users Policy
- Whistleblowing Policy
- Code of Conduct
- Keeping Children Safe in Education

SAFEGUARDING ADVICE FOR STAFF, VISITORS AND CONTRACTORS



**Safeguarding is everyone's
responsibility**

OUR SITE RULES

- Sign in at the school office
- Wear a visitor or school-issued identification badge at all times
- Refrain from any use of your personal mobile phone or other device; unless you have gained permission from the Headteacher or in her absence the Deputy Safeguarding Lead.
- Do not take any photographs or film without the specific permission of the Headteacher or the Deputy Safeguarding Lead.
- Do not publish any information online, at any time, that may be offensive to staff or pupils, or may bring the school into disrepute
- Do not publish any photographs or film on the internet without the specific permission of the Headteacher or the Deputy Safeguarding Lead.
- Use professional conduct – no swearing or aggression is permitted
- No use of alcohol, cigarettes (e-cigarettes) or other drugs are permitted

FIRST AID INFORMATION

Our First Aid Lead is: **Victoria Hall**

Our First Aid at Work trained member of staff is **Victoria Hall**

Many other members of staff have Emergency First Aid training - look for a green ID holder.

All staff working in the Early Years and Pre-school have Pediatric First Aid qualifications.

FIRE INFORMATION

Please ensure that you have signed in via the school's InVentry system. This list forms the fire register for adults.

In the event of fire, the first duty of all concerned is to prevent injury or loss of life.

A continuous ringing of the siren signals the fire alarm. On hearing the alarm, walk quickly and in silence to the Assembly Point on the school playground. Always use the nearest exit unless that takes you into danger.

If you discover a fire, activate the nearest fire alarm by breaking its glass cover. Then go to the Assembly Point.

The supervisor in charge of each group of children will be responsible for bringing their fire list to the Assembly Point and registering their class. They will then raise their hand to show that all children are present.

The Headteacher, or other designated Fire Marshall in her absence, will check the list of adults present against the InVentry list.

With the exception of an organised search for missing persons, no-one must be allowed to re-enter the buildings until permission is given by the Senior Fire Marshall present.

There may be an opportunity for trained users to tackle the fire with an extinguisher but fire fighting must always be secondary to life safety.

LOCKDOWN

Should you hear 5 consecutive short rings of the school bell, there is a Lockdown procedure underway. If you are a school visitor then please head into the library and await further instructions from staff. Ensure doors and windows are locked and blinds closed.

If you are supervising children then ensure the room that you are in is secure with locked doors and windows and closed blinds.

OUR SAFEGUARDING LEADS

Andy Clark

Headteacher - Designated Safeguarding Lead

Vicki Bell, Chloe Bridgeman, Lisa Hellyer

Deputy DSL

Danni King

Pre-School Manager - Pre-school DSL

IF YOU HAVE CONCERNS ABOUT A CHILD

- If you see or hear something that causes you concern about a child please immediately notify one of the school's designated safeguarding leads.
- If you are outside of school and have concerns about the welfare of a child and believe them to be at significant risk you can phone Somerset Direct on 0300 1232224.
- If you have concerns about the conduct or welfare of a member of staff, please see the Headteacher.
- If you have raised concerns about school policies or procedures then contact Andy Clark in the first instance. If you would prefer to speak to someone else, or feel that your concerns haven't been addressed, you can contact our Chairs of Governors Amy Saturley and Laura Proud (amy.saturley@WZPS.co.uk and laura.proud@WZPS.co.uk) or the Local Authority Designated Officer (LADO) Anthony Goble via Somerset Direct.