

Visitor Information



Guidance Notes for Visitors and Contractors

Health and Safety Safeguarding

Welcome to our school

Whilst you are here, we would like to ensure your visit is as safe as possible.

Security

On arrival you will be asked to sign in and given a visitor badge.

You are required to wear your visitor badge at all times.

When departing from school you will need to sign out and return your visitor badge.

Smoking

All Bohunt Education Trust Schools operate a non-smoking policy.

This includes both the grounds and all buildings on site.



Safeguarding Information

First Aid

If you have an accident or feel unwell, please contact a member of staff. Give the extent of the injury and location of the person or persons. A trained first aider will be sent to the scene. All accidents must be reported to Reception.

Fire

As soon as you hear the fire alarm you must evacuate the building by the nearest fire exit ensuring that all doors are closed behind you.

- Do not run or panic
- Walk to the muster point in silence
- Do not return to the building until you are instructed to do so by the fire officer

Please make sure you know:

- Your quickest way out
- How to raise the alarm
- The location of the muster point

Health and Safety

Always pay attention to your surroundings. Should you have any concerns regarding safety please inform a member of reception staff. Please let us know of any mobility or health issues which may enable us to provide support and assistance required.



Safeguarding Information

CODE OF CONDUCT

For all visitors

TO BE OBSERVED AT ALL TIMES

Avoid being alone with students

Stay within the agreed work areas and access routes or obtain permission from the Site Manager if you need to go outside the agreed areas

Keep staff informed of where you are and what you are doing

Do not use inappropriate or profane language

Remember your actions, however well-intentioned, they could be misinterpreted

CONTRACTORS should be aware of the following AT ALL TIMES when on school premises

Safe Working procedures:

Ensure that you are qualified to carry out any work undertaken

Ensure all equipment is safe to use

Ensure that you are aware of safe access points when working at heights and that you have had appropriate training

Please report any concerns regarding safety or hazards to reception

We regard tidiness, cleanliness, and efficiency as essential factors in the promotion of health and safety

Permission for access to the school kitchen must be sought from the Site Manager/Catering Manager

Safeguarding Information

CHILD PROTECTION

Guidance for all visitors

CHILD PROTECTION POLICY STATEMENT

There may be occasions when, as a visitor to the school, you need to work with individuals or groups of students

Avoid being alone with pupils

Avoid entering into any conversation of a private or personal nature

Not share or exchange any personal contact details such as telephone numbers or email addresses

Avoid any form of physical contact

Report any concerns to your host as soon as possible

Not enter the student's toilets at any time

Our Health and Safety Policy is available in the school Site Office if required.

EVERYONE who comes into contact with students and their families has a role to play in safeguarding children

Always maintain an attitude of "it could happen here"

The Petersfield School, Cranford Road,
Petersfield GU32 3LU

Visitor Information

THE SAFEGUARDING TEAM AT TPS

If you have any questions or concerns regarding Child Protection, you should ask at reception to speak to one of the designated Child Protection Officers



Mrs M Porter

Mrs R Logan

Ms A Phillips



Mrs A Vigliotti

Mrs L Sutton

If you have any concerns regarding a young person, contact:

Mrs Carol Taylor (DSL)

Email:

Ctaylor@petersfieldschool.com

Tel: 01730 263119



Thank you for taking time to read the information in this leaflet and for helping to make our school community a safe place to be.



The Petersfield School, Cranford Road,
Petersfield GU32 3LU