

## Visitor Procedure:

All visitors must sign in at the school office.

- All visitors will be issued with a visitors badge. This must be worn at all times.
- Visitors may be asked to provide photographic identification.
- All visitors must sign out at the school office before leaving.

## E-Safety:

**Mobile Phones:** to protect our children phones must not be used near children and we ask that all phones are left in the school office or staffroom.

**Photographs:** under no circumstances should you take photographs of our children whilst at school.

**Child Protection:** Our children are frequently reminded about personal safety and child protection issues. If children or staff approach you please confirm that you are visiting the school and show your visitor's badge.

Copies of the Child Protection and Health and Safety Policies are available on the school website and from the school office.

## Health and Safety:

**Fire:** Please make yourself aware of the nearest fire exit. In the event of a fire alarm please use the nearest fire exit and assemble on the front playground.

Do not enter the building again until you are informed that it is safe to do so.

**Accidents and Illness:** Should you feel unwell or have an accident whilst on the school site please immediately inform a member of the office staff. All accidents will be logged.



# Huby CE Primary School





## Key Contacts:

**Headteacher and Designated  
Safeguarding Lead (DSL):**

**Mrs D Sandbach**

**Deputy Designated  
Safeguarding Lead:**

**Mr M.Hartley**

**Chair of Governors:**

**Mrs K. Cahill**

**‘Whatever you do, work  
at it with all your  
heart’**

**Colossians 3:V23**

## Welcome to Huby CE Primary School

This is a guide for  
visitors and  
volunteers.

Safeguarding,  
Health and Safety

**Please report any Child Protection or  
Health & Safety concerns to the School  
Office IMMEDIATELY. They will report  
your concerns to the DSL.**

Huby CE Primary School

Tollerton Road, Huby, York

Telephone number: 01347 665100

Email: [admin@huby.n-yorks.sch.uk](mailto:admin@huby.n-yorks.sch.uk)

Website: [www.huby.n-yorks.sch.uk](http://www.huby.n-yorks.sch.uk)

