

Key Academy Contacts:

Headteacher:
Katie Booth

Child Protection & Complaints:
Katie Booth
Rebecca Borewell

Health & Safety:
Katie Booth

Chair of Governors:
Jean Abbey

Huby CE Primary School
Tollerton Road, Huby, York
Telephone number: 01347810432
Email: admin@huby.n-yorks.sch.uk
Website: www.huby.n-yorks.sch.uk

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

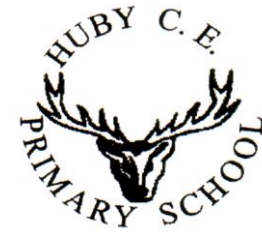
Accidents: must be reported to the School Office where an Accident Report Form can be completed.

Fire Alarm: If the fire bell/alarm sounds, please make your way out of the building calmly and promptly by following the green FIRE EXIT signs and meet in the playground.

Nuts: Nuts are not allowed on these premises.

Smoking: is not permitted on any part of these premises.

Please remember to sign out and return your visitors badge to the School Office before leaving the premises, even if you are due to return on the same day.



**WELCOME TO
Huby CE Primary School**

**A Guide for Visitors and
Volunteers**

**Safeguarding
Health & Safety**

Huby CE Primary recognises and promotes their responsibilities for Child Protection and Health & Safety.

Visitor Procedures

All visitors must sign in at the School Office

- All visitors will be issued with a visitor's badge which must be displayed at all times.
- Visitors may be asked to provide identification.
- Visitors will be asked to remain under the supervision of a designated member of staff.
- All visitors must sign out at the School Office before leaving.

Visitors wishing to see a particular member of staff should contact the school to make an appointment. If you are seeking an urgent appointment please report to the School Office and we will arrange for you to see a member of staff.

E-Safety

Mobile Phones: to protect our children please do not have your phone out or use it during your time at Huby school. If this is an issue please contact a member of staff on arrival.

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

Child Protection: Our children are frequently reminded about personal safety and child protection issues. If staff or children approach you, please confirm you are visiting the school and show them your Visitors badge.

Should you have a Child Protection concern, please report this to the School Office immediately so they may inform the Designated Person for Child Protection

Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.

Visitor Code of Conduct

- Treat everyone with respect;
- Act as a positive role model at all times, displaying high standards in the use of language, manner, punctuality and preparation;
- Remember someone else may misinterpret your actions no matter how well intended;
- Inform a member of staff of any inappropriate behaviour;
- Follow the instructions given to you by the class teacher if you are working with children and respect the guidance of the teacher at all times;
- Ensure you are visible by a member of staff if you are with children;
- Never share personal information with a child. If a child tries to share these details with you, you should inform the class teacher as soon as possible;
- If you are concerned about the conduct of a member of staff during your visit you should inform the headteacher or a key member of staff.
- Do not leave equipment unattended;
- Keep information confidential.

Health and Safety

Fire: Please make yourself aware of the nearest fire exit when you arrive.

In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff.

Do not enter the building again unless you are informed by a member of staff that it is safe to do so.

Accidents and Illness: Should you have an accident or feel unwell during your visit, please report to the School Office. If you are unable to make your way to the office please inform a staff member. All accidents will be logged in the accident book.

Comfort Break: Should you require a comfort break during your visit a member of staff will be happy to direct you to our adult facilities.

A copy of the school's Child Protection and Safeguarding policy is available upon request from the School Office.