

SAFEGUARDING

Somerville Federation is committed to its prime responsibility to promote and safeguard the welfare of its pupils. To protect pupils visitors should not put themselves in a position whereby their actions could be misinterpreted.

Avoid physical contact with pupils unless you are preventing them from immediately harming themselves or others.

Always ensure you are working in a space that is visible to others

Do not have your mobile phone out at any point.

There should be no contact with pupils after visiting i.e e mail or social networking sites.

All those who come into contact with children, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

Our lead child protection officer is Mr Forber (Executive Headteacher) and deputy child protection officer is Miss Crampton (Social Inclusion Manager). In their absence it is Mrs Parry (Deputy Headteacher) Miss Higby (Assistant Headteacher) and Mrs Speight (Assistant Headteacher) Contact the above relevant person:-

- If you become worried about a child because the child has made worrying comments, the child has bruises or marks or you have noticed a change in the child's demeanor.
- You have witnessed either a child or adult doing something that make you concerned about a child's safety.

Any adult in school can signpost you to the child protection officers above.



AIMING HIGH TOGETHER

Through our mission: Inspiring and challenging to ensure successful futures

OUR CORE VALUES



HAPPINESS



RESPECT



RESPONSIBILITY



RESILIENCE

www.somerville.wirral.sch.uk

Somerville Primary School

Northbrook Road

Seacombe

Wallasey

Wirral

CH449AR

E mail: schooloffice@somerville.wirral.sch.uk

Phone: 0151 638 5074

Fax: 0151 638 1019

Somerville Nursery School

Brentwood Street

Seacombe

Wallasey

Wirral

CH44 4BB

E mail: schooloffice@brentwood-nursery.wirral.sch.uk

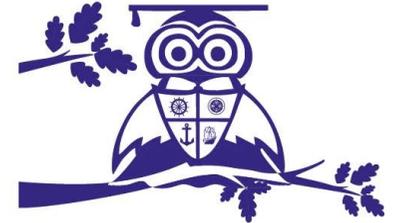
Phone: 0151 638 1567

Fax: 0151 638 1567

Executive Teacher: Mr M J Forber

Please see our website for full versions of policy documents.

Welcome to the Somerville Federation



SOMERVILLE FEDERATION



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Safeguarding and Health & Safety Advice for Visitors and Volunteers

Please take time to read this leaflet. It is designed to help you understand the measures in place to protect yours and our pupils health, safety and security whilst visiting our school.

If you have a disability or any special needs please inform reception.

Thank you

Arrival on Site and Leaving

You will be asked to sign in on the screen in the main entrance, you will be given a visitors badge. Please wear your badge **at all times**. You will also be given a copy of this leaflet. When leaving the site please sign out and return your badge to reception. If you leave the building for a short time, exit via reception and sign out on the screen. **Please ensure the door has snapped shut behind you on entry and exit.**

Disclosure and Barring Checks

All regular volunteers who work with children will require an enhanced Disclosure and Barring Certificate. This is to help ensure that unsuitable people are prevented from working with children.

Health & Safety

The school has a health and safety policy which is available if required. All staff and visitors have a statutory duty to cooperate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:-

- Supporting the school's health and safety arrangements.
- Report safety concerns to J. Wright in the office. In her absence P Hardman (assistant site manager)
- Ensuring their own work area remains safe at all times.
- Do not misuse equipment.

- Complying with all safety procedures whether written or verbally advised for their own protection and the protection of those who may be affected by their actions.
- Reporting any incident that has led or could lead to damage or injury.
- Assisting in investigations due to accidents, dangerous occurrences or near misses.
- Not acting or omitting to act in any way that may cause harm or ill health to others.

Fire Safety

Should the fire alarm sound (continuous bell) you should evacuate the building from the nearest fire exit ensuring doors are closed behind you. **Go to the muster point (F2 yard if exited from F2 and main yard if exited from anywhere else in the building.)** Please report to 'Visitor Fire Marshall' if on main yard and M. Williams or L. Murray if on F2 yard.

DO NOT RETURN TO THE BUILDING UNTIL INSTRUCTED TO DO SO.

If you spot a fire or smoke, please sound the alarm by breaking the nearest glass panel.

Smoking

Somerville Federation operates a no smoking policy, this includes anywhere on the grounds as well as the buildings. Signs are displayed to remind staff and visitors of this status.

Security

Please keep belongings with you at all times whilst on site. Please ensure personal belongings and paperwork are safe. Visitors are advised not to leave valuables in their car, if this is unavoidable we advise you to put them in the boot out of sight. Somerville Federation will not accept any liability for lost, missing or damaged belongings. You are able to park your car at your own risk in the school car park.

First Aid

If a pupil requires first aid and they are able, then send them accompanied with another pupil to the school office where First Aid at Work trained staff will assist. If you require first aid and yourself or the pupils are unable to walk to the office dial 0 or 203 or 326 from the nearest phone or ask the nearest member of staff for assistance. Please give extent of injury and location. A trained first aider will be sent to the scene. All accidents or near misses MUST be reported to the business manager, J. Wright and an accident form completed.

Confidentiality

Whilst in school, you need to be aware that anything you see or hear that relates to children, families or staff remains confidential and must not be repeated to anyone outside of school.