

## Bomb warnings, threats and evacuation

In the event of a decision to evacuate the building as a result of a bomb threat, the school fire alarm will sound and a member of staff will guide you to the muster point.

Everyone should proceed in a quiet, calm and orderly fashion via the emergency exits to the lower playground. From here, each class will make their way towards the field in single file.

The roll call (requiring registers, photos of staff board and signing out books) will be taken by the class teacher and the Office staff

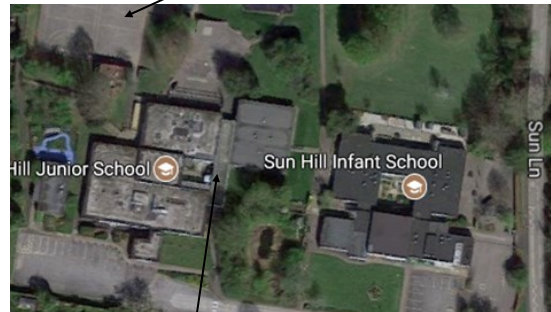
A member of the admin team will ring the infants to advise them of the situation.

Once all persons have been accounted for you will be advised what further action to take.

DO NOT re-enter the building unless you are advised to do so by the person in charge.

On hearing continuous, urgent blowing of a whistle, all people on site need to make sure that they get themselves safely into a room with closed doors and windows.

Fire Evacuation Assembly Point



Main School Office

Designated Safeguarding Lead:

**Mrs Sue Griffiths—Head Teacher**

Deputy Designated Safeguarding Lead:

**Mrs Marie-Louise Woods—Deputy Head & SENCo**

Deputy Designated Safeguarding Lead:

**Mrs Stacey Lakeman—School Office Manager**

**Mr James Topping—MAT Estates and Health and Safety Manager**

Office: Tel: 01962 732801

Estates: 07778471669

Email: [adminoffice@sunhill-jun.hants.sch.uk](mailto:adminoffice@sunhill-jun.hants.sch.uk)

Website: <https://www.sunhilljs.net/>

# Sun Hill Junior School

## Visitors Information



## Safeguarding, Reporting, Health & Safety

## and Evacuation Guide for

## Visitors





## Welcome to Sun Hill Junior School

This leaflet is designed to help you understand the measures in place to ensure our site is safeguarded and you are able to report any safeguarding concerns, to help protect your Health, Safety and the Security of the school whilst visiting our site. Please contact reception if you have any further questions.

The reception is located in the main entrance. On arrival you will be asked to sign and wear a visitors lanyard. When departing from the site you will need to sign out using the same system. This is in the event of a fire so that all personnel can be accounted for.

## Health and Safety

Nothing is more important than safety. Most accidents and injuries are preventable. Every task must be performed with safety in mind. The school aims to provide a safe and healthy working environment. Always pay attention to your surroundings and ensure that you keep yourself safe, be vigilant regarding the safety of others. If you have any suggestions that might help this process, please contact reception who will pass them to the Health & Safety Responsible Manager. Health and Safety information is on display on the board in the staff room. If you have an accident or witness one whilst onsite please report this to the school office.

## First Aid

For all First Aid requirements please contact reception. If you have an accident or feel unwell please make the office staff aware. Following an accident or illness to another person, give the extent of the injury and location of the person or persons. One of our trained first aiders will be sent to the scene. All accidents or near misses must be reported.

## Security

Please keep your personal belongings with you at all times whilst on site and keep paperwork safe. Visitors are advised not to leave valuables in their car. However, if this is unavoidable, then please lock valuables out of sight in the boot.

## Confidentiality

Anything you see or hear on the premises must be kept confidential. Please share any incidents or concerns you may have with the class teacher or another member of staff. It is the class teacher's responsibility to take any further action in line with school policy.

## Child Protection and Safeguarding

The needs and safety of the child always come first. The school is committed to safeguarding children and expects all staff and volunteers to share this commitment. Everyone employed or volunteering at our school has a responsibility in relation to child protection. If you have any concerns about a child please refer these immediately to the class teacher or Designated Safeguard Lead (DSL) or Deputy Designated Safeguard Leads (DDSL). You will find details for them on the back of this leaflet.

### AIMS:

- To provide staff with the framework to promote and safeguard the wellbeing of children and in doing so ensure they meet their statutory responsibilities.
- To ensure consistent good practice across the school.
- To demonstrate our commitment to protecting children.

## Mobile Phones

Mobile phones are not to be used by visitors on site without approval from the Head Teacher.

## Fire Safety

### ON DISCOVERING A FIRE:

Proceed to the nearest fire alarm call point, and activate the alarm.

Evacuate the building by the nearest fire exit.

Only tackle a fire if you are confident to do so. Do not use water on an electrical fire.

### DO NOT TAKE RISKS

### ON HEARING THE FIRE ALARM:

Immediately the electric fire alarm sounds you must evacuate the building via the nearest fire exit ensuring that all doors are closed behind you.

Walk quietly - do not run or panic.

Go to the assembly point on the bottom school playground.

Report to the reception staff to be checked against the visitors' book or group register.

Do not return to the building until you are instructed to do so.

## Visitors with accessibility needs

If you have accessibility needs and feel that you may require assistance during an evacuation of the building, please advise the staff at reception, at the same time as signing in, so that arrangements can be made to assist in your evacuation if necessary.

## Smoking/Vaping

Sun Hill Junior School operates a no smoking or vaping policy, including all E-cigarettes. This applies to the grounds as well as the buildings.