

Health and Safety Information

Fire Precautions

In the event of the fire alarm sounding all visitors must leave the building using the nearest available exit (clearly marked across the school). The assembly points are the main playground or the main car park.

The fire alarm is tested weekly on a Friday at 7.30am

First Aid

It is your responsibility to act safely at all times on site. In the event of an accident, even if personal injury is not sustained, please ensure we are made aware. If needed first aiders are readily available.

If you have a medical condition that you would like us to be aware of, or in case of an emergency please indicate this to office staff on arrival. Please note we are a nut free site.

Non Smoking Site

In order to maintain a healthy and safe environment, smoking is strictly prohibited anywhere within or on the schools grounds. This does also include inside vehicles parked on site.

Speed restrictions

A 10 MPH speed limit is in operation across the site in order to protect all site users from contact with vehicles.

Have a question or concern about a child?

Tell a lead straight away.



Granta School

Cambridge Road
Linton,
CAMBRIDGESHIRE
CB21 4NN

Phone: 01223 896890

E-mail: office@granta.cambs.sch.uk
welfareandsafeguarding@granta.cambs.sch.uk

We wish to ensure the Health,
Safety and security of all our
students, staff and visitors at
Granta School so please take a few
moments to read this leaflet at the
start of your visit today



Granta School

Safeguarding, Health & Safety information for visitors and staff

Key Contacts

Headteacher:

Ruchi Datta

School Safeguarding Leads:

Ms Ruchi Datta

Mrs Sarah Crouch

Mrs Julie Lloyd

Ms Sharon Collins,

Ms Emma Stubbings

Governor with Safeguarding

Responsibility:

Mr Paul Ilott

As a school we seek to actively promote the welfare of our pupils and require that all staff and visitors to Granta share this commitment.

This leaflet has been produced to ensure all visitors to Granta understand what is expected of them.

Please ask if you are unclear about anything in this leaflet and keep it in a safe place so that you can refer to it if required.

If you are worried about the welfare or safety of any pupil within Granta School you must report your concern to the Designated Lead for Safeguarding.

Prevent

We have a clear responsibility under the counter terrorism strategy to ensure all our students flourish whilst understanding that we will challenge intolerance or intimidation robustly whether from within school or externally.

Enhanced disclosure

All staff and regular volunteers require a Disclosure and Barring Service Enhanced Certificate (DBS). If you do not have a DBS you are not allowed to work unsupervised with our students.

Security

All visitors must report to the school reception on arrival. You will be shown how to sign in via our computerised system and proof of identification may be required. Your photo will be taken and a visitors pass will then be issued, which must be visible at all times. Please remember to sign out and return your badge at the end of your visit. You will be asked to remain under the supervision of a member of staff during your visit.

Photography

There are no circumstances where you should be taking photographs or videos of the pupils during your visit. No member of staff should be using a personal device to take photos or video of the pupils.

E-Safety/Mobile phones

We would ask that you do not have your phone out or use it whilst in the building. Staff will restrict their phone use to the staffroom unless they have made a Senior Manager aware.

As a visitor to school you need to take extra care to ensure that you maintain appropriate contact on social networking sites.

Communication should always be respectful and should never mention work carried out in school on any occasion.

Staff are not allowed to make 'friends' with students or parents under any circumstances.

Contact with Students

Please ensure you maintain a professional approach to students at all times. Try to avoid being alone with any student. If however you do find yourself working on your own with a pupil, always make sure you are visible to others.

Children are often spontaneously affectionate and tactile and it is important that you manage your own appropriate response, according to your role and professional boundaries.

You may observe a pupil struggling to manage their behavior. We have staff trained to manage these situations and keep everyone safe. You can help by moving away or a member of staff may direct you to leave the room.

Confidentiality

Under the new General Data Protection Regulation (GDPR), it is very important to respect the need for confidentiality and we ask that anything overheard, or discussed referring to children and staff should not be repeated outside school. Any concerns should be raised with the Head Teacher or her designate prior to leaving site.

Staff Conduct

If you have a concern of the conduct of a member of staff please report it to the Headteacher.