

Health and Safety Advice

Fire Precautions

Please familiarise yourself with evacuation procedures which are clearly posted around the building.

Smoking

In line with UK law, smoking is not permitted within the school buildings or on the school grounds.

Aggressive behaviour

The school will not tolerate verbal or physical aggression towards its staff. Behaviour of this sort will result in removal and a ban from site and possible prosecution.

Work Equipment

Contractors coming onto site must report to the school office before commencing work. All electrical equipment brought onto site must comply with current legislation and have been tested in line with the Electricity at Work Regulations.

First Aid Advice

If you have an existing medical condition which you feel that the school should be aware of, please inform the office upon arrival. If you have an accident or feel unwell, ask any member of staff for assistance.

Use of Electronic Devices

The use of mobile phones, tablets or other personal electronic equipment is not permitted on school grounds.

Pets

Dogs may not be brought onto school premises.

KHALSA PRIMARY SCHOOL
Norwood Green Road, Southall, UB2 4LA
Tel: 020 8574 9045,
E-mail: info@khalsaschool.co.uk
Website: www.khalsaschool.co.uk



SAFEGUARDING

HEALTH & SAFETY

FIRST AID

Information for visitors and volunteers

Welcome to Khalsa VA Primary School. We hope that this leaflet provides all the information you need to make your visit enjoyable and safe. If you do require further information, please speak to the headteacher or another member of the Senior Leadership Team.

Safeguarding and Child Protection

At Khalsa Primary School, we are committed to safeguarding and ensuring the needs of our pupils is met.

What is safeguarding?

It is the process of protecting individual children, identified as either suffering or at risk of suffering significant harm as a result of abuse or neglect. All those who come into contact with children through either paid or voluntary work have a duty to ensure that they follow the set safeguarding procedures to ensure the welfare of the children they come into contact with.

DBS checks

All volunteers and visitors who work with children in school are required to have an up-to-date DBS check.

If a child says something to you which gives cause for concern:

- Listen to and accept what is being said
- Allow the child to talk freely

Reassure the child but DO NOT promise to keep any secrets

DO NOT INTERROGATE the child or ask LEADING QUESTIONS

Try not to act shocked, even though the information may be disturbing

How should I record the details of the disclosure?

If it is appropriate, try and make notes during the conversation. Try and record the information as soon as you can, using exact words and phrases, and record body language where possible.

What should I do if a member of staff gives cause for concern?

You should report the allegation to the headteacher. If the allegation is about the headteacher, then you should inform the Chair of Governors.

What should I do if I am worried about a child?

If you become concerned about a child whilst working with them, please report this immediately. The Designated Safeguarding Lead is the **Headteacher**. In the absence of the Headteacher, please report your concerns to another member of the Safeguarding Team.

Once you have given the information verbally, you may be asked to record this using the appropriate documentation.