

## SAFEGUARDING CHILDREN AT MOSS LANE SCHOOL

Moss Lane is committed to safeguarding and promoting the welfare of its students and expects all staff, volunteers and visitors to share this commitment.

Moss Lane has a Child Protection Policy and procedures in place which we refer to in our prospectus. Visitors are welcome to read the Policy on request.

If a child makes a disclosure to you, you must make a note of the date and time. You must always inform the Child Protection Liaison Officer.

If you are concerned about a child's welfare, please record your concerns and any observations heard and report to the DCPLO as soon as possible the same day. DO NOT conduct your own investigation.

Our Child Protection Liaison Officer is:

**VICTORIA ABBOTT, Headteacher** or  
Sara Cox Deputy Head

If your concerns relate to the actions or behaviour of a member of staff (which could suggest that s/he is unsuitable to work with children) then you should report this to DCPLO in confidence, (or the Chair of Governors if the concern relates to the Headteacher) who will consider what action to take.

## REPORTING

Please report any hazards, accidents, incidents or complaints below:

If you wish to comment on your visit, please do so here:



**Moss Lane School**

## Health and Safety Safeguarding Guidance Information for Visitors

### Statement

**WHILST VISITING MOSS LANE  
SCHOOL, YOU HAVE AN  
OBLIGATION TO ACT IN A  
SAFE MANNER, THAT DOES  
NOT PUT OTHERS AT RISK**

Whilst at Moss Lane School, please observe the following:

- Sign in and out at Reception
- Make sure that your Visitor badge is visible at all times.
- Ensure you are aware of Fire Activation Points.
- Follow the fire instructions located in every room.

### **FIRE**

- Ensure that you are aware of your nearest fire exit.
- Report any smell of smoke or gas to the main reception immediately
- In case of FIRE operate the nearest fire alarm.
- DO NOT TELEPHONE RECEPTION FOR INFORMATION
- On hearing the fire alarm (continuous bell), leave the building by the nearest exit.
- Leave bags and equipment.
- If applicable, turn off machines (not lights).
- Close door to the room you leave.
- Assembly in the playground and report to Admin Officer.
- Do not re-enter the building until instructed.

### **INTRUDER ALARM**

- Intermittent pulse and whistle blown.
- Lock classroom door and children hide under desks.
- If outside find area to hide.

### **Visitors Code of Conduct for COMPUTING**

- I understand that I have been given use of the school internet and/or school ICT systems in order to carry out a specific job for the school.
- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I will only use the school's messaging, internet and related technologies for the purpose for which I have been given access.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will not install any hardware or software without the permission of the Head teacher.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory whilst using the school ICT systems.
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available, on request, to the Head teacher or my employer.
- I will respect copyright and intellectual property rights.
- I understand that if I disregard any of the above then it will be reported to my employer and serious infringements may be referred to the police.

### **SMOKING**

- Moss Lane School is a **NO SMOKING** site.
- Smoking is not permitted in the buildings for the grounds.

### **OTHER RISKS**

- Any electrical equipment must be to standard and safety tested.
- Do not leave possessions unattended.

### **MOSS LANE SCHOOL POLICY**

Our policy is to report all:

- Hazards
- Accidents
- Incidents
- Complaints

For your own safety, please make sure you are familiar with you are familiar with your surroundings.

**If in doubt –Ask!**