

Health & Safety

Hucknall National Primary School regards the promotion of Health and Safety to be of the utmost importance for all personnel that attend as pupils, work in and visit our school site.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill health to personnel by protecting individuals from hazards at work. This includes pupils and visitors to the school whether it is for pursuance of their employment or other activities.

We would ask that you comply with safety procedures, whether written or brought to your attention by other means, for your own protection, protection of those under your supervision and others who may be affected by your actions.

Should you have any concerns relating to any incident which has led, or could have led to damage or injury, please report your concerns to the member of staff supervising your visit or to the school reception who will inform a senior member of staff.

Evacuation/Invacuation Procedures

Fire drills and lockdowns will take place at least once a term during lesson times.

Please familiarise yourself with the location of fire exits identified around the school and the procedure for lockdown. Every area in the school has a designated exit and assembly point and this information is displayed in each area. In the event of the fire alarm being sounded, please find your nearest exit and assemble on the designated school playground. In the event of a lockdown, please be directed by your allocated staff member.

**NEVER KEEP CONCERNS ABOUT
THE SAFETY OF A YOUNG
PERSON TO YOURSELF.**

**PLEASE WEAR YOUR
IDENTIFICATION/VISITORS BADGE AT
ALL TIMES. PLEASE RETURN YOUR
SCHOOL VISITOR BADGE TO THE
SCHOOL OFFICE WHEN YOU SIGN
OUT, THANK YOU.**

Hucknall National C of E Primary School
Montague Road
Hucknall
Nottinghamshire
NG15 7DU

0115 9632678

www.nationalprimary.co.uk

**Thank you for taking the
time to read this leaflet.**



**Information for parents,
volunteers and visitors
to our school.**

September 2025

**Growing together in
learning, love and faith
“Life in all its fullness”
(John 10:10)**

Welcome

Welcome to Hucknall National C of E Primary School. Please read the information enclosed in this leaflet to ensure your health, safety and comfort during your visit to our school.

General Information

Signing in – Please sign in at Reception and wear your visitors badge at all times.

Toilets – Toilets are situated next to the main entrance, with disabled facilities next to the Headteacher's office.

First Aid – please report to Reception.

Refreshments – hot and cold drinks are available in the Staff Room.

Safeguarding

As a visitor to our school, either as a parent, volunteer working with our children or contractor, it is important that you are aware of our Child Protection and Safeguarding procedures. You have a statutory duty to report any incidents where you have cause to suspect that a child is, or is likely to, suffer from harm.

Our designated Child Protection Governor is Julie Breedon.

The designated persons for child protection in school are:

Sarah Barratt (Headteacher)
Jane Brown (Child and family support worker)
Helen Brown (Head of School)
Jennifer Sanders (Office Manager)
Elisia McGregor (SENDCo)
Samantha Smith (Assistant Headteacher)

Photos of these staff members can be found in the main entrance. If you can't locate any of these people you should refer any concerns to any other members of the teaching team. If your concern is regarding the headteacher or deputy headteacher, please refer to the Governing Body.

There are four categories of abuse:

- Physical abuse – unexplained bruises or other injuries.
- Sexual abuse – talk about sex in an inappropriate way for their age.
- Emotional abuse – talking about violence at home, or being told they are not wanted.
- Neglect – regularly unfed or unkempt.

It may be that you are approached by a child who wants to talk to you about something that has or is happening to them. They will tend to choose someone that they trust or know well and this will not always be their own class teacher or support staff. It may be with someone with whom they have formed a good relationship.

There may also be occasions when you have cause for concern either about the marks or bruises on a child, about something they have said or the condition that they are in at school e.g. hungry, or lacking in personal hygiene.

What to do if you are concerned about a young person:

Please ask to speak to one of the designated persons for child protection by enquiring at the School Office.

If you wish to speak to one of them after you have left the premises please telephone **0115 9632678** and ask to speak to the designated person for child protection.

They have the training to know what to do next.

Alternatively, you could contact the Nottinghamshire Multi-Agency Safeguarding Hub on:

0300 500 8090 or 0300 4564546 (out of hours).

It is not your responsibility to investigate child abuse but you should tell the appropriate person within the organisation. It will be this person's job to know whether to pass your concerns on. Do not promise confidentiality. Tactfully listen to any disclosure and record this in writing as soon as possible, noting the date and time of disclosure. Do not ask leading questions.

Tell the child that you need to keep them safe and you must report the disclosure for their own safety.

Children's Social Care and the Police will decide whether they need to investigate your concerns.

Please remember:

It doesn't matter if you are a paid worker or a volunteer or a member of the community, you have a responsibility to act if you are worried about a child.