Hardwick Primary School

Caring Achieving Respectful Exciting

Safeguarding / Health and Safety Protocol for Visitors and Extra-Curricular Clubs / Activities

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Link Governor:	**A Repesa**	
Policy Approved	**Signed: L Newby**	**Date: 03.07.14**
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Safeguarding / Health and Safety Protocol for Visitors and Extra-Curricular Clubs / Activities

The Health and Safety at Work etc. Act 1974 applies to all businesses, including schools. While we have obligations to persons coming onto our site, staff members of clubs must also take care of their own health and safety as well as other staff, children and visitors. Please review the following, then sign and date our book to indicate you have received this information:

HARDWICK	**Duties Include:**
	Providing safe equipment and systems of work for employees to use.
	Make sure that handling, storage, transportation and use of any articles or substances is safe.
	Provide adequate information, instruction, supervision and training on health and safety matters to employees.
	Keep the workplace well maintained including all stairs, passages and means of access and egress.
	Provide adequate and suitable toilet and welfare facilities.
	Ensure that any non-employees including supply staff, contractors or visitors are not put at risk by our activities.
VISITOR/CLUB STAFF	**Action:**
End of Session	**ALL** clubs must ensure each child is collected by a person known to the child. All children must be collected from the front entrance on Dover Street. At the end of each session, **all children must be escorted together to the front entrance**. Instructors may not leave until every child has been collected by a parent or adult known to the child. Emergency contacts must be called if a child is not collected in a timely fashion at the end of the session.
Fire Safety	Emergency evacuation procedures are posted at each designated emergency exit. In case of an emergency, follow these procedures. Clubs and visitors using the hall and downstairs rooms must assemble in the car park at the front of school. Clubs and visitors using the upstairs rooms must assemble on the top playground. **ALL** clubs must keep an accurate register of the children attending each session so that all children can be accounted for in an emergency.
First Aid	All clubs must offer instructors with full first aid training and experience, and be able to attend to a child in cases of illness or injury.
Accident Reporting	All accidents should be logged in Medical Tracker. Accidents to staff must be recorded on a Form 2508, available from staff in the office. Major injuries or those preventing staff from continuing their normal work for more than 7 days must be reported to the HSE.
Portable Appliances	**No** portable appliances are to be brought onto the school premises by visitors/club staff unless fully PAT tested.
Hazardous Substances	All substances on the school premises are strictly controlled. Hazardous substances are not to be kept or left in classrooms **at any time. No** cleaning products are to be brought onto the school premises by visitors/club staff.

Manual Handling	Movement of objects must be practised according to Manual Handling Regulations 1992. Avoid manual handling where possible. Assess hazards where handling can't be avoided. If assessment indicates significant risk, ask for help. Do not attempt to move heavy objects alone.
Welfare Facilities	There are adult toilets opposite the staffroom. There is a disabled toilet on the main school corridor next to the Year 1 classroom. The staffroom is located at the top of the stairs off the main school corridor. Please refer to the map enclosed.
DBS Certification	All new visitors/club staff must show their original DSB certification and proof of identity to the office so that they can be placed on our Single Central Record before we will allow them to work with the children.
ID Badges	Will be issued by office staff at the beginning of your working day and must be warn at all times while on the school premises. Please return your badge to the office when you leave.
Changing for Clubs	All children change together or use the changing rooms outside the hall, just like for P.E., and must remain in the hall with the instructor. Adult supervision is required at all times.
Confirming Start Date	All clubs must agree to contact parents before the start of each new session to confirm children have secured a place in the club, and confirm the start date of the club.
Front Door	Under no circumstances should children be given the security code to the front door or operate the internal door release in the reception area.
School Facilities	School facilities must be left as found. All visitor/club equipment must be gathered together at the end of each session, and any school equipment must be put back as found. Any breakages must be reported to the school office. The school retains priority over all facilities, so in cases such as inclement weather or other unforeseen circumstances that affect our ability to use our classrooms, the school may be forced to take over the hall. Club/visiting staff will need to end their session and tidy away quickly in order to avoid unnecessary accidents.
Emergency Contact Information	All club staff **must** request emergency contact details for children attending their club so that parents can be contacted in case of illness or injury, or if you are unable to run a session before or after school. Club staff must bring this information to each session and keep it confidential. It is important you are aware of any conditions a child may have that may affect the child during the session, so clubs should consider how best to gather this information.
Safeguarding	Any concerns raised either by or about a child should be followed up using the clubs Safeguarding or Child Protection Policies. If in doubt report concerns to the school's Designated person or Head of School. Any concerns about staff will/should be followed up using the Derby Safeguarding procedures and again reported to the Head of School