

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 DSL 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 DSL 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 and
Safeguarding
Guidance and
Information for
Visitors**

**Health and Safety
Policy**

**Please hand this form into Reception as
you leave**

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.

INTRUDER ALARM

This is an intermittent pulsing alarm.

On hearing the alarm, lock the classroom door and assist the children to hide under desks.

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 a member of Office Staff.
- Do not re-enter the building until instructed.

SMOKING

Moss Lane School is a **NO SMOKING & VAPING** site. Smoking and Vaping 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 your surroundings.

If in doubt –Ask!