



SAFEGUARDING AND SAFETY INFORMATION FOR VISITORS

We hope that your visit to Featherstone will be enjoyable, informative and safe.

Please help us by reading and complying with the guidance enclosed in this leaflet which is intended to ensure your health and safety whilst at Featherstone Wood.

If you have any questions after reading this, please do not hesitate to ask a member of staff to help you. Staff can be identified easily as they all wear badges. Please wear your visitor's badge at all times when on site and return your badge to the office when leaving.

Featherstone Wood Primary School
Featherston Road
Stevenage
Herts
SG2 9PP

Email: admin@featherstonewood.herts.sch.uk

Tel: 01438 235550

Website: www.featherstonewood.herts.sch.uk

SECURITY

All visitors coming into the school must report to the office. As a visitor you will be asked to sign in and be issued with a badge which must be worn prominently so that staff and pupils can see you are a visitor. Depending on the circumstances you may also be asked to show identification and your DBS certificate.

FIRE AND EVACUATION

If you have a host they will explain and guide you through any emergency procedures. If you are in school for the day please ensure you read the fire evacuation procedures in the room you are in. If the alarm sounds for any reason follow the instructions. In an evacuation, the assembly point is on the main playground, at the furthest point from the building. If you have pupils with you please ensure they leave quickly and calmly with you.

FIRST AID

We have several first aid trained staff and names are displayed around the school. Please alert a member of staff if you feel unwell and they will assist you. Alternatively please go to the school office. A defibrillator is located in the medical room near the main hall.

HEALTH AND SAFETY

Contractors must ensure that they are fully conversant with the safety rules and regulations of the site. They must consult the asbestos log before commencing work.

SMOKING

Featherstone Wood is a non-smoking school – this includes e-cigarettes.

PLEASE DO NOT SMOKE ANYWHERE ON SITE.

PHOTOGRAPHS

Before taking any photographs on site permission must be sought from a member of the Senior Leadership Team.

SAFEGUARDING

Adults visiting or working on the school site play an important part in the life of school. You can play a part in keeping pupils safe whilst working at or visiting the school by observing the following guidelines:

- If you have any concerns that a student may be at risk of harm report it immediately to the Designated Senior Person for child protection (DSP) or one of the deputy DSPs (DDSP).
- The DSP team consists of Miss Shuttleworth (Headteacher), Mrs Franklin (AHT) Miss Haynes (DHT/Senco) Ms Shurmer-Elliott (KS1 Lead) and Mrs Waite (Play Therapist).

- Do not give any personal information to pupils such as your mobile number, personal email or address.
- Do not engage in any communication with pupils using social networking sites. Further information can be found on the school website in the policies section.

Thank you for helping to keep the school safe.

Featherstone Wood School is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. We are also committed to the equality of the opportunity for all.