

Fire Safety

On hearing the fire alarm bell, you must evacuate the building via the nearest fire exit ensuring that all doors are closed behind you. Do not run or panic. Go to the nearest assembly point.

Year R Building:

Walk to the field playground and assemble on the tarmac area.

Main Building:

Assemble on the main playground.

Once assembled a head count will be carried out and everyone will wait in their assembly point for further instructions. Do not return to the building until you are instructed to do so.

Disabled Visitors

If you are disabled and feel that you may require assistance during the evacuation of the building, please advise Reception staff when signing in.

First Aid

For all first aid requirements please contact Reception.

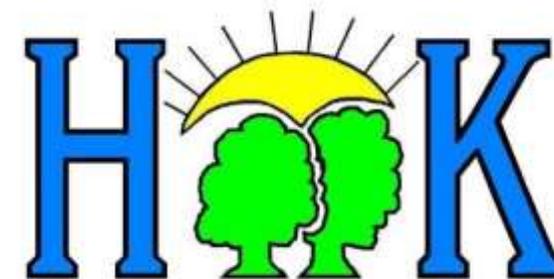
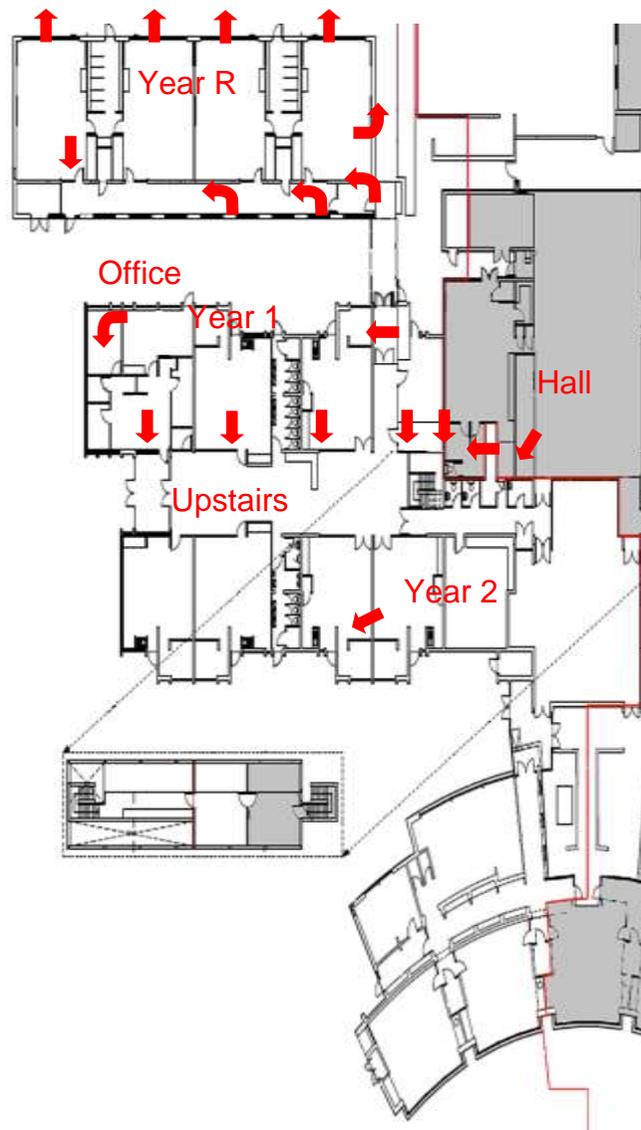
Give extent of the injury and the location of the person/ persons.

A trained first aider will be sent to the scene.

All accidents or near misses must be reported to the school office

Fire Escape Routes

Assembly points: School Field & Main Playground



Hook Infant School

Safeguarding advice for Parents, Volunteers and Visitors

Every Child, Every Day,
Every Future

Welcome to Hook Infant School.

We are committed to ensuring that all our pupils enjoy their learning in a safe, nurturing, protected environment.

Visitors coming on to school premises, have a duty of care towards the welfare and safety of the children in school. This is called safeguarding.

Safeguarding is the action that we take to keep all children safe and well looked after, and are able to grow up in a safe environment

DBS Check

All volunteers and employees are subject to a DBS check. Any adult who does not have a current DBS check will not be left unsupervised with any of our children, All our DBS checks are completed on line. Please apply to the school office for further details

Child Protection is the process of protecting children who may be suffering from, or at risk of, significant harm. This includes physical abuse, sexual abuse, neglect, and emotional abuse.

Child protection promotes the rights and welfare of all our children. If a child tells you something, keep calm, listen, do not question, and never make any promises.

If you have concerns, or if a child discloses something to you, immediately inform **Mrs Melanie Walker - Headteacher**



Designated Safeguarding Lead

If Mrs Walker is not available, you must tell **Mrs Louise Hannan - Deputy Head**



Deputy Designated Safeguarding Lead

E-Safety

Before using the internet, school network or IT equipment you will be asked to read and sign an acceptable use agreement which is designed to ensure that all adults working in school are aware of their individual responsibilities.

The terms of this agreement should be followed at all times.

Code of Conduct

Please remember:

- to sign in and out and collect a visitor's badge
- be a positive role model
- dress appropriately ensuring your clothing is professional
- treat all members of the school community with respect and tolerance
- ensure you are visible by a member of staff if you are with children
- keep confidentiality

Never:

- photograph a child without the Headteachers permission
- use your mobile phone in areas used by children
- discuss the school, its pupils or staff on social media
- make inappropriate comments about children or adults

Health and Safety

Nothing is more important than safety. All accidents and injuries are preventable.

Every task must be performed with safety in mind. The school aims to provide a safe and healthy working environment.

If you have any suggestions that might help this process, please contact Reception who will pass them to the Health and Safety Officer.