

Key School Contacts

Head Teacher & Safeguarding Lead

Mrs Emily Armstrong

Deputy Head

Mrs Jill Sach

In the absence of the above:

Safeguarding Concerns

Mrs Wendy Snook

Health and Safety

Mrs Julie Griffiths

Chair of Board of Governors

Mr Peter Woodhouse

Vice Chair

Mrs Catherine Hulme

Safeguarding Governor

Mrs Sarah Draper

Please report any child protection or health and safety issue concerns to the main office immediately.

Accidents must be reported to the class teacher or main office immediately.

If the fire alarm sounds please make your way out of the building calmly and promptly by following the green FIRE EXIT signs. Please stay with the class you are volunteering with for emergency registration.

Please remember to sign out when leaving the premises, even if you are returning on the same day.

Bexton Primary School

Blackhill Lane
Knutsford
Cheshire
WA16 9DB

Tel: 01565 632816



Welcome to Bexton
Primary School

Information for Visitors



Safeguarding at Bexton Primary School

Welcome to Bexton Primary School.

We hope that your visit is an enjoyable and inspiring experience.

Child Protection

At Bexton we take our responsibilities for child protection very seriously and whilst we hope that you are made to feel welcome by our staff and pupils, please ensure that your identification sticker is visible at all times.

In line with current safeguarding recommendations, we request that frequent visitors to the school complete our volunteer registration form and work with us to obtain enhanced DBS (Disclosure and Barring Service) clearance. If you are an infrequent visitor, you may be asked to provide proof of identity and you will be supervised whilst on school grounds.

Always have identification documents available for staff to check.

Should you have a Child Protection or Health and Safety concern, please report this to us at the earliest opportunity.

When in school, please:

- Treat all children equally and with respect.
- Inform a member of staff if you experience behaviour difficulties.
- Keep confidential all conversations that you may hear relating to children or other staff members.
- Do not discuss with others outside school the progress or difficulties of individual children.
- Do not use mobile telephones or take photographs of children on school premises.

Other Matters:

- For your own protection, you must ensure that you are never alone with one child. Please avoid all physical contact with children.
- Unless you are employed to work with children, you must not discipline them under any circumstances. Report any issues to a member of teaching staff to be dealt with appropriately.

Prevent

The new Counter-Terrorism and Security Act

2015 places a legal duty on schools to “*have due regard to the need to prevent people from being drawn into terrorism*”.

All adults working in the school, including staff, volunteers, contractors and students are required to report any instances where they believe a child may be at risk of harm to the Head Teacher.

PREVENT OFFICER

Mrs Emily Armstrong

