

## CHILD PROTECTION

### The Designated Members of Staff for Child Protection are:

**Mrs R Swindell - Acting Headteacher**

**Mrs S Jacoby - Acting Deputy Headteacher**

**Mrs T Brown - Acting Deputy Headteacher**

**Mrs D Perkins -Lead Learning Mentor**

**Mrs J Haines - Learning Mentor**

**Mrs K Buckley - Extended Provision Manager**

We take child protection seriously. Visitors are reminded that they should not work in isolation with one child nor should any child be left unattended.

In the event that a child makes a disclosure of information, visitors are requested to contact either the Headteacher or the above named staff immediately, or in their absence another member of staff in order that they can decide the appropriate course of action. There should be no delay in reporting disclosures.



Mrs R Swindell



Mrs S Jacoby



Mrs T Brown



Mrs D Perkins



Mrs J Haines



Mrs K Buckley

Full details of all School Policies for Child Protection and Health and Safety and Child Protection are available from the school office or can be downloaded from the website.



## MANOR PARK PRIMARY SCHOOL

Ulverscroft Road  
Coventry

Acting Headteacher - Mrs R Swindell

Phone: 024 7650 1736

Fax: 024 7650 1100

E-mail: [admin@manorpark.coventry.sch.uk](mailto:admin@manorpark.coventry.sch.uk)

Website: <http://manorpark.coventry.sch.uk>



## MANOR PARK PRIMARY SCHOOL




### Child Protection and Health & Safety Information for Visitors

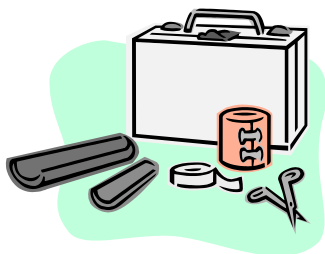
## FIRE PRECAUTIONS

In the event of a fire alarm sounding continuously at any time, everyone must leave the building immediately using the nearest fire exit - all are clearly marked. Please make your way to one of the assembly points which, depending on your location, are either on Key Stage 1 or 2 Playgrounds or at the front of the school, on the grassed area.



## FIRST AID

In the event of an accident, please contact a member of staff who will assist you and enlist the help of a trained person. First Aider lists are displayed near entrance doors, and can also be identified on the Staff Photo boards located throughout the school marked with a . If you have a medical condition which you would like us to be aware of, so that we can offer some help should it become necessary, please inform a member of staff on arrival.



## PERSONAL SECURITY

Every visitor is asked to sign the visitors' book at the main entrance and to wear a visitor's sticker showing the current date.

Please keep handbags and valuables with you at all times.



If you do leave the building for a short time, please exit through reception, informing the office as you go. Please do not prop open any doors which could give access to unauthorised individuals.

***We thank you for co-operating with us in caring for your safety and health during your visit. Should you identify any short comings in our arrangements for Health and Safety, we would be pleased if you could draw it to the attention of staff in the school office, the headteacher or the site services officer.***

## AGGRESSIVE BEHAVIOUR

The school will not tolerate verbal or physical aggression towards its staff. Behaviour of this sort will result in removal from site and possible prosecution

## COSHH

If you are bringing materials covered by COSHH regulations onto the site, please leave a copy of the relevant documentation with the school office or site services officer.



## WORK EQUIPMENT

Contractors coming onto site must report to the school office or site services officer before commencing work.

All electrical equipment brought onto site must comply with current legislation, and have been tested in line with the Electricity at Work Regulations.