Health and Safety

Health and Safety are taken very seriously for everyone who attends Heatherwood either pupils, staff members or visitors. Every reasonable step is taken to prevent injury and ill health to persons by protecting them from hazards.

As a visitor you have a legal responsibility to care for your own and others' health and safety.

Visitors have a legal responsibility to comply with all safety procedures either written or brought to their attention for their own protection, protection of others under their supervision and others who may be affected by their actions.

You should report any incident which has led to, or could have led to damage or injury.

Visitors are asked to assist in any investigation with regards to accidents, dangerous occurrences or near misses.

Fire Alarm

Reception Staff will confirm with visitors if no fire drill is expected and advise that if the alarm sounds, visitors are to make their way to the nearest marked fire exit.

Nurse Call System

Emergency nurse call alarm can sound at any time, this is a low-level intermittent beep. Member of SLT and nursing staff will attend to the alarms.

Accidents and Illness

All accidents, regardless of severity, need to be reported to first aider. Staff will inform you of the first aider nearest to where you are based.

Car Park and Site Safety

Visitors are asked to park in the Visitor Car Park and adhere to our strict 5MPH speed limit on site.

Visitors' Code of Conduct

- Treat everyone with respect
- Provide an example you would wish others to follow.
- Remember someone else may misinterpret your actions no matter how well intended.
- Do not jump to conclusions without checking.
- Immediately report abusive activities such as bullying or ridiculing to a staff member.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Do not make suggestive remarks, gestures, or tell sexist, racist or homophobic jokes.
- It's best not to do anything for a pupil that he or she can do for him or herself.
- Always tell someone if a pupil touches you or speaks to you inappropriately.

Mission Statement:

Seeking to develop a better tomorrow for all learners, with profound and complex needs, through a holistic blend of quality first teaching experiences; celebrating pupils' strengths along a highly personalised learning journey.

Heatherwood School
An academy within Nexus Mat
Leger Way
Doncaster DN2 6HQ
Tel No. 01302 322044
Heatherwood@nexusmat.org
https://www.heatherwoodschool.org/

Heatherwood School School Visitor Safeguarding Guide

Heatherwood School is committed to safeguarding and promoting the welfare of its pupils and requires all staff, families, volunteers and visitors to share this commitment

Meet the Safeguarding and Child Welfare Team



Designated Safeguarding Lead – Louise Seagrave (Deputy Head)
lseagrave@nexusmat.org

Deputy Designated Safeguarding Leads –
Samantha Lee
slee@nexusmat.org
Kath Coates
kcoates@nexusmat.org





Executive Headteacher –
Sam MacDonald
smacdonald@nexusmat.org



Please note due to pupil allergies we are a nut free school

Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it, please speak to any of the contacts named within. Please keep the leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to one of the Designated Safeguarding Leads (DSL) or member of SLT.

If you are concerned about the conduct of a member of staff or volunteer in our school (Allegations against Staff / Whistleblowing Policy), you must contact Sam MacDonald, Executive Headteacher. In the Executive Headteacher's absence please notify Designated Safeguarding Leads (DSL) or member of SLT. Offices are located on the main admin corridor.

Heatherwood School fully endorses the statement 'It could happen here' Keeping Children Safe in Education.

Refer to it could happen here poster for further safeguarding information.

Visitor Procedures

When you arrive

- Sign in at the Main Reception and present ID
- All visitors will be issued with an appropriate pass and lanyard, which must be displayed at all times whilst on site.
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.
- Sign out at the Main Reception and return your lanyard, before leaving site.
- Respect our pupils and staff, comply with our safeguarding policy.
- Please be aware you may be requested to provide your DBS.

If you are seeking an urgent appointment, please report to the main office and we will arrange for you to see a member of staff on duty.

Our Pupils

During your visit you might observe a pupil struggling to regulate their emotions or experiencing a planned or emergency medical intervention. We would like reassure you that staff have been trained to manage these situations, keeping the pupil, themselves and others safe. You can help by moving away.
Please be aware that a member of staff may ask you to leave the room until the situation has stabilised.

E-Safety

Mobile Phones
To protect our pupils we respectfully ask that you do not have your mobile phone out or use it while you are on site with our pupils. Mobile phones can be used outside of the school when pupils are not present. If this is an issue please contact a member of staff on arrival.

Photographs
Under NO circumstances should you take photographs of pupils, whilst at our school, unless directed to do so by school staff using school devices.

Online Safety
There is a separate policy on Online Safety.

ICT Use for Visitors
If visiting the school and using our ICT System/WIFI, please be aware of the school's Online Safety Policy and Acceptable Use Policy, both of which are available on our website. The WIFI password is available upon request from the Main School Office.