



Hunmanby Primary School

Safeguarding and Visitor Information



We hope that you find your visit to Hunmanby Primary School enjoyable, informative and safe. Please help us to keep everyone safe by reading and abiding by the guidance contained within this leaflet.

If you have any questions, please do not hesitate to ask a member of our team.

Site Security

All visitors must report to the office where you will be asked to sign in, show ID, and will be provided with a visitors' lanyard. As a visitor we ask that you please wear this prominently.

Safeguarding Procedures At Hunmanby Primary School

Safeguarding is everyone's responsibility.

If you have any concerns, no matter how small, please contact a member of our safeguarding team as soon as possible (see below).

In the unlikely event that a member of the safeguarding team is unavailable, an email should be sent to headteacher@hunmanby.n-yorks.sch.uk (if no acknowledgement of receipt is received within 24hrs, phone school).

If you believe a child is in imminent danger, please call 999.



Mr C Fox
Designated Safeguarding
Lead

headteacher@
hunmanby.n-yorks.sch.uk



Mrs J Tanner
Deputy Designated Safeguarding
Lead

jtanner@
hunmanby.n-yorks.sch.uk



Mrs J Tiffany
Chair of Governors &
Safeguarding Governor

cofg@
hunmanby.n-yorks.sch.uk

Mobile Phones and Smart Watches

Visitors are not permitted to use mobile phones, smart watches or other smart technology on the school premises.

Mobile phones should not be visible.

If required for emergencies or as part of a visitors' duties, the use of mobile phones may be permitted in designated staff only areas following a discussion with the headteacher or member of the safeguarding team.

Fire and Evacuation

- The fire alarm is a high pitched sound which alternates in tone.
- You must leave the building via the nearest exit and assemble on the playground at the rear of the building (providing it is safe to do so).
- You must not re-enter the building unless you are told to do so.

Lockdown

A lockdown is implemented when there are serious risks outside the premises. Examples may include a nearby chemical spillage, excessive pollution in the atmosphere or an unauthorised person on the premises.

- The lockdown alarm is when a staff member carries out 3 long blows on a whistle.
- You must enter the nearest room and follow the instructions given by the nearest member of staff who will be updated via the school's email system.
- The actions taken will depend on whether the risk posed leads to a full or partial lockdown.

Allergies

If you have any allergies and intend to eat food provided by the school, please inform the school cook.

First Aid

- We have a number of staff who are first aid trained.
- Should you require first aid, please ask any member of staff for the nearest first aider.
- All incidents requiring first aid should be reported to the school office.
- A defibrillator can be found in the Head Teacher's office.
- In the event of an emergency call 999.