

The Safeguarding Team is:



DSL: Keeley Houston

Executive Headteacher

dsl@thakehamps.co.uk



DSL: Bex Stender

Deputy Headteacher for
Inclusion (SENCO)

dsl@thakehamps.co.uk



DSL: Georgina Ritchie

Operations Manager

dsl@thakehamps.co.uk

DDSL: Jodie Bowbrick HLTA

SAFEGUARDING INFORMATION LEAFLET FOR ALL VISITORS



**Keeping
children safe
is everyone's
responsibility**



Welcome to Thakeham

All visitors must report to Reception and are required to sign in and out. You must also sign to confirm you have read our safeguarding information. **You must wear your visitor badge at all times.**

If you are working unsupervised with pupils, our Office Manager (Mrs Campbell) **will ask you to produce your DBS certificate or Comfort Letter and proof of identification.**

Please return your badge to the Reception when you sign out.

Tel: 01903 740176

Email: office@thakehamps.co.uk

Address: Rock Road RH20 3AA

What You Must Know!

Pupil Security

It is everyone's responsibility to ensure that all persons on site are safe at all times. Please keep this leaflet with you and always ask a member of staff if anything is not clear.

First Aid

If you or a pupil needs first aid or anyone is unwell, please come to Reception where a First Aider will be called. Alternatively, please ask the nearest staff member to call for help.

Photography

Taking photographs on site or making recordings is strictly forbidden without prior authorisation from the Headteacher, Mrs Houston.

Health and Safety

Contractors and visitors must ensure they are fully conversant with the safety rules and guidelines/regulations to be observed. They should be followed at all times. This is a requirement of the Health and Safety at Work Act.

Smoking and Vaping

Thakeham Primary School is a designated no smoking and vaping site. It is strictly forbidden and should not take place on site, in the carpark or in the layby.

Fire, lockdown and Evacuation

Fire: a continuous alarm. Upon hearing, leave by the nearest exit, find a member of staff and they will escort you to our assembly point on the playground. Do not re-enter the building until told it is safe to do so.

Lockdown: a whistle will sound three times followed by the phrase, 'lockdown'. Please move into the nearest room, lock the door and wait until the all-clear.

Safeguarding

This is always our number one priority. Our staff are highly trained in line with Keeping Children Safe in Education. Every public area in the school has a poster detailing DSL names and contact information – also for the LADO and other agencies. Pupils are highly aware of where to go when they need help. **If you have a concern, you can pick up a form from the office or talk to the DSLs.**