

Useful Information

Website	www.millhillprimary.co.uk
Email	admin@millhillandwoodcroft.co.uk
Chair of Governors	Marie Hattersley
Headteacher	Tracy Morgan DSL
Deputy Headteacher	Samantha Watts DDSL
School Business Manager	Elaine Rapley
School Administrators	Zoe Chapman Sue Hatherley
Caretaker	Vince Wild
Lead First Aider	Louise Steadman-Tippett
Contacts for Health and Safety	Elaine Rapley (Office)



Mill Hill
PRIMARY SCHOOL

Information for Visitors in school

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to show this commitment.


Learning for a lifetime





Welcome to Mill Hill Primary School

The information below will ensure you and our school community remain safe during your visit.

Safeguarding

The safeguarding of our children is of paramount importance. If you have any concerns about safeguarding issues please talk to a member of the designated safeguarding team. If a pupil talks to you or discloses a safeguarding issue, please contact a DSL and record, sign and date the conversation verbatim. The school's full safeguarding policy and procedures are available on the school website. All school staff regularly undertake safeguarding training.

Signing In and Out

Please sign in at the office and wear a visitor's badge for fire and security reasons. When you leave please sign out and return the badge.

Smoking

Smoking is not permitted within the school building or surrounding grounds.

First Aid

The lead first aider is Mrs Louise Steadman-Tippett who is based near the school office. Staff around the school are also first aid trained.

Fire

If the fire alarm sounds all children, staff and visitors should immediately leave the building by the nearest fire exit. Everyone should assemble on the playground where the school staff will make the necessary headcounts.

On discovering a fire: please sound the fire alarm by breaking the glass at the closet call point and then evacuate the building by the nearest fire exit and proceed to the playground. No-one may re-enter the building once the alarm sounds until the all clear is given.

Health and Safety

The school ensures that every step is taken to prevent injury/ ill health to personnel by protecting individual from hazards at work. This includes children, students, staff and visitors to the school. We would ask that you comply with safety procedures, whether written or brought to your attention by other means for your protection, protection of those under your supervision and others who may be affected by your actions. If you notice any hazards around the school during your visit, please report them to the school office immediately.

Mobile phones

Please do not use mobile phones with recording or photographic devices on the school premises for anything other than making and receiving calls. Mobile phones should be switched off and not be used whilst in the presence of children.

Disabled Visitors

If you are disabled and feel that you may require assistance during an evacuation of the building, please let the office know when you are signing in. Arrangements can be made to assist with your evacuation.

Children's behaviour

Our children should behave politely and follow our rules at all times. Our children are taught to respect all adults and do as they are told the first time. If you have any concerns about behaviour please talk to the Headteacher or Deputy.

Confidentiality

While you are in school you need to be aware that anything you may see or hear to do with the school, its children or staff remains confidential. This includes referencing the school, children or staff on any social networking sites. If you have any concerns please address them with the Headteacher (Mrs Morgan), the Deputy (Mrs Watts) or the HSLW (Mrs Smith).

