

Fire Evacuation Procedures

If you discover a fire:
Operate the nearest fire alarm call point.
Advise the school office of the location of the fire.

Evacuate the building immediately using the nearest available exit, shutting all doors as you leave and go to the Assembly Point: top playground.

An administrator will call the Fire Service.
Class Teachers or Learning Support Assistants will carry out the class roll call and put up their hand once this is completed.

A Fire Marshall (Premises Officer) will check the building is empty and that everyone is accounted for. They will also liaise with the fire service when they arrive.

Do NOT stop to collect personal belongings or to re-enter the building until authorised by the attending Fire Marshall.

Visitor's Lunches

If you are in the school all day and would like to order a school lunch, please speak to an administrator in the school office giving your full name and making a payment of £3.64 (incl. VAT) before 10:00am. You will be given a ticket which you must give to a member of the kitchen staff when you go to select your meal.
Unfortunately we are unable to provide lunch for anyone notifying us after that time.

This is a no smoking site.

Mobile phones must not be used in the school building apart from in the staffroom or office.



Our School Vision Statement

Excellence in how we worship, learn and work together

“Every one of our children is unique and special. We are committed to providing an exceptional learning experience for all the children in our Holy Trinity family.

We strive to enable our children to acquire the knowledge, skills and characteristics they need to be successful in the wider world.

At Holy Trinity, we serve our community with compassion, empathy and kindness in all that we do.”

Our School Values

Curiosity We love to learn and are inspired to explore our world.	Hope We aspire to be the best that we can be, caring for the world around us through fairness and equality.
Empathy We embrace, understand and care for one another through kindness and respect.	RESILIENCE We grow because we learn something new every day, even if we stumble along the way.
CREATIVITY We express ourselves, develop our individuality and collaborate together.	<i>happiness</i> We enjoy our learning and celebrate one another's Successes.

Please make sure that you are wearing your visitor's badge at all times while you are on the school site.



Holy Trinity Church of England Primary School

Excellence in how we worship, learn and work together

Visitor's Guide

Welcome to
Holy Trinity
Upper Tulse Hill
London SW2 2RL

Tel: 020 8674 9051
Email: admin@holytrinity.lambeth.sch.uk

Curiosity Hope Empathy



RESILIENCE CREATIVITY *happiness*

Dear Visitor,

Welcome to our school and we hope that your visit with us will be a happy and safe experience.

On arrival at the school you will be asked to sign in the visitor's electronic system and you will be given a visitor's badge to wear at all times whilst on the school premises. Anyone without a badge will automatically be politely challenged by a staff member and escorted back to the school office.

On departure, please sign out and return the badge to one of the administrators in the office.

Working with children

Once you have signed in, you will be asked to read through the information contained in this leaflet. Only visitors who have DBS clearance are allowed to work with pupils in this school. Visitors without clearance must be accompanied by a member of staff at all times. Please show your DBS clearance to the administrator on your arrival.

Visitors to the school are under the supervision of their named host and should refer any safeguarding issues to them in the first instance, secondly to a Designated Person for Safeguarding (refer to safeguarding posters around the school).

Visitors should also adhere to the following guidelines:

- Mobile phones must not be used in the school building apart from in the staffroom or offices.
- Children must not be photographed using mobile phones.
- If photographs are taken, permission must be sought from the host.
- No photographs should be posted on social media sites unless this has been agreed by the Senior Designated Person for Safeguarding (Mr. Winn, Headteacher). Visitors must remain under the supervision of their host within their area, or in the case of a contractor, within the areas designated by the Premises Officer.
- Visitors must not work with children in isolation or take them out of the area designated by their host (and must remain within sight of a member of staff unless they are from a professional agency working with a named child or group).

Visitor's Feedback

We would like to know how you felt about your visit at our school. Please can you complete the Visitor's Questionnaire indicating what have been your highlights and any suggestions you may have to help improve the experience for visitors.

Thank you for your full co-operation.

Mr. David Winn,
Headteacher

Safeguarding & Child Protection Procedures**Policy Statement:**

We are committed to creating and maintaining a safe learning environment for children, identifying where there are child welfare concerns and taking action to address them, in partnership with other agencies. We believe all staff and visitors have an important and unique role to play in child protection and keeping children safe.

We believe:

- Schools can contribute to the prevention of abuse.
- All children have the right to be safe and protected from harm.
- Children need support which matches their individual needs including those who may have experienced abuse.

All adults must:

- Be familiar with the school's Safeguarding & Child Protection Policy including issues of confidentiality.
- Be alert to signs and indicators of possible abuse.
- Share any concerns with the designated person/s.
- Deal with the disclosure of abuse from a child in line with the school's policy.
- Be involved with ongoing monitoring and recording to support the implementation of individual education programmes and inter-agency child protection and child support plans.
- Be subject to DBS vetting or risk assessment.
- Be expected to behave in accordance with the school's key information for staff and Lambeth's Staff Code of Conduct.

A full version of the Safeguarding & Child Protection Policy is available in the school office. This should be read carefully prior to starting work with children and staff sign to acknowledge their responsibilities and duties.

Designated Safeguarding Leads:

All members of staff have Level 1 training in Safeguarding & Child Protection. However, all concerns should be directed immediately to Mr David Winn, Senior Designated Safeguarding Lead. In his absence, please report any concerns to Ms. Pauline Thomas, Ms. Lesley Saddington or Ms. Linda Williams (Deputy Safeguarding Leads).
Safeguarding Governor: Mrs. Fay Morris

First Aid Information

At Holy Trinity we take the health and well being of our pupils and staff very seriously. Most of the staff are qualified first aiders (almost all Teaching and Learning Assistants), enabling us to cater for the needs of all our pupils.

All adults working with children should make themselves aware of children with specific conditions that may require emergency assistance and know who is trained to provide that assistance, this includes the use of Epi-pens or other medication. There is a copy of the medical food allergy list in the kitchen, office and staffroom. If you are involved in an accident whilst on site, please speak to a First Aider or Administrator who will assist you as appropriate. Please make sure that you have completed an Accident Form to record the details of the accident before you leave the site.

Additional Qualified First Aiders

David Winn	Headteacher
Pauline Thomas	Deputy Headteacher
Denise Richards	School Business Manager
Nicola Walcott	Office Administrator
Samuel Olusile	Office Administrator
Linda Williams	Family & Welfare Officer
Sharron Richmond	Pastoral & Wellbeing Officer