



Visitors Health & Safety and Safeguarding

Welcome to Beever Primary School. All visitors are kindly asked to take note of the following:



All visitors must report to the School Office on arrival. The Inventory system should be used to sign-in and a member of the office staff will provide you with your printed badge once completed.


We ask visitors to wear their badges/lanyard at all times.




All class Teaching Assistants are first aid trained: they hold paediatric and first aid at work qualifications.

A number of other staff are also first aid trained and details of first aiders are signposted around the school.

Please seek help at the school office if required.



School has a defibrillator which is located in the conference room off the main entrance corridor.




The fire alarm is an unmistakable continuous siren. Should it sound, it is essential that you leave the building immediately via the nearest emergency exit .


The main assembly point is at the rear of the playground for staff and pupils. Our alternative assembly point is at the front of school at the main school gates.

In the event of an evacuation, report to any member of staff immediately.

Note: the fire alarm is tested at **2pm on Wednesday afternoon**.



If the siren makes a bleeping sound, this is a lockdown alarm. In this instance, visitors should report to the nearest classroom. During a lockdown, all doors and windows are closed/locked and blinds are drawn. Pupils are gathered in a low safe space, away from the windows, and kept calm and quiet.



Toilets for visitors and staff are located in the main entrance corridor.

Disabled toilets are located in the Key Stage 2 area near Y6.



No mobile phones



No Smoking or Vaping on these premises

Safeguarding is everyone's responsibility!

If you have any concerns about the safety and welfare of any of our pupils, then report it to a member of staff or a member of the designated safeguarding team. The Designated Safeguarding Leads (DSLs) are:



Mrs Edwards



Mrs Kindon



Mr Drake



Miss Groves

Thank you for complying with the above in the interest and safety of all concerned.