

Key School Contacts

Headteacher: Mrs Bev Stell

Senior Teacher: Mr Jon Fewlass

Safeguarding Lead: Mrs Bev Stell

Administrator: Mrs Sally Bellwood

SENDCo: Mrs Danielle Pearson

Health & Safety: Mrs Bev Stell

Chair Of Governing Body: Ms C Butt

Vice Chair Of Governing Body: Mrs A Pitman



Please report any Safeguarding or Health & Safety concerns to the main school office immediately. Please switch off mobile phones.

Accidents must be reported to the main school office where an Accident Report Form can be completed.

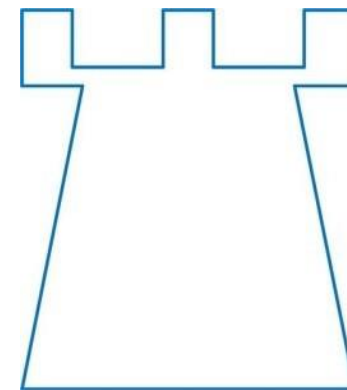
If the fire alarm sounds, please make your way out of the building calmly and promptly by following the green **FIRE EXIT** signs.

Smoking is **not** permitted on any part of the school premises.



Please remember to sign out and return your visitors badge to the main school office before leaving the premises, even if you are due to return to the school again on the same day.

Welcome To Sheriff Hutton Primary School



Visitors Information Leaflet

Safeguarding

Health & Safety

Other information

Sheriff Hutton Primary School
West End, Sheriff Hutton, York.
YO60 6SH
Tel: 01347 878441

Email: admin@sheriffhutton.n-yorks.sch.uk
Web: www.sheriffhuttonschool.org

Safeguarding at Sheriff Hutton

Welcome to Sheriff Hutton Primary School. We hope that your visit is a comfortable and enjoyable experience.

Sheriff Hutton Primary School recognises and promotes its responsibilities for Safeguarding and Health & Safety.

Safeguarding

At Sheriff Hutton, our children enjoy meeting new people, so we hope that you find you are made to feel welcome by pupils as well as our staff.

Our children are frequently reminded about personal safety and safeguarding issues, so you may find that children will be curious about your visit! Please feel free to briefly confirm you are visiting the school and show your visitor's badge, a **green** lanyard will be offered to all visitors with DBS clearances.

In accordance with current safeguarding guidelines, visitors who are not able to present proof of a valid enhanced DBS disclosure will be escorted at all times on their visit, they will be asked to wear a **red** lanyard. We appreciate your understanding of this protocol.

Should you have a Child Protection concern, please ensure that this is reported to the main school office immediately, so they may inform the Designated Person for Safeguarding.

Health & Safety

The staff, children and governors are aware of the need to feel secure and comfortable in their school. We also like to ensure that our visitors are safe but, in

a busy school environment, it is possible for accidents and unexpected events to occur.

Fire

If you hear the fire alarm sounding, please make your way out of the building immediately following the green **FIRE EXIT** signs

Please make someone aware should you require any physical assistance in exiting the building

DO NOT enter the building again unless you are informed by a member of staff that it is safe to do so.

Accidents / Illness

Should you have an accident or feel unwell during your visit, please report to the main school office. If you are unable to make your own way to the office, please inform any member of staff about your situation. You may be asked to complete an accident report form.

Other Information

Sheriff Hutton Primary School is in the village of Sheriff Hutton.

Visitors can park outside the school on West End or in the school carpark.

Access to school is via the main gates, a buzzer is located near the entrance, this will connect you to the school office.

A school bus runs from the villages of Skewsby and Whenby.

Sheriff Hutton Primary School is part of the Easingwold area cluster, children often attend secondary school at Easingwold, Malton, Ryedale and Huntington.

The school is part of the North Yorkshire Local Authority, their website is www.northyorks.gov.uk

We hope that your visit to Sheriff Hutton has been an enjoyable experience and that you found the environment safe, comfortable and welcoming. If you would like to make any comments about your visit, please e-mail admin@sheriffhutton.n-yorks.sch.uk

