CYBER SECURITY & DATA PROTECTION

To protect the school's digital infrastructure and uphold data privacy:

- Everyone has a responsibility to act safely online.
- Visitors must not connect personal devices (e.g. laptops, USB drives, external hard drives) to the school network or equipment without prior approval.
- Visitors must not attempt to access or interfere with any school IT systems, software or data.
- The use of personal devices to take photographs, videos or audio recordings on school premises is strictly prohibited.
- Visitors must respect the confidentiality of all personal data they may encounter during their visit, including information about pupils, staff, or families.
- Any suspected data breach or misuse of information must be reported to the school office or DPO.

CAR PARKING

You are welcome to park your car on site if there is a space. Please note; cars are parked at their own risk. Please park with consideration and do not block emergency access, or use the access parking unless authorised to do so.

CCTV CAMERAS



Please be advised that surveillance equipment and CCTV operate on this site.

FOR SUPPLY TEACHERS

Expectations and procedures for supply teachers working at HPJS to ensure a consistent, safe and supportive environment.

- Supply teachers must report to the school office upon arrival and follow the procedure and guidance in this leaflet.
- **Any safeguarding concerns must be reported immediately** to the Designated Safeguarding Lead (DSL), Charlotte Faithfull or the Deputy Designated Safeguarding Lead, Sarah Atkins.
- Professional conduct is expected at all times, including appropriate language, dress, and behaviour.
- Supply teachers are expected to follow the lesson plans provided and maintain a positive, structured learning environment.
- Behaviour management should align with the school's **Pro-social & Pro-Learning Skills Policy**. Support from senior staff is available if needed.
- Familiarise yourself with fire exits, evacuation procedures, and first aid arrangements.
- Any access to pupil information must be treated as confidential and handled in accordance with the UK GDPR and the school's Data Protection Policy.

SCHOOL DAY – TIMINGS

Classroom doors open at 8.30am. Children can still enter until 8.45am. After 8.45am they need to sign in at the office. End of day is 3.05pm. Children exit from the same door they enter.

Safeguarding and Safety

Information for all visitors

Welcome to our school

Please take time to read this important information



ON ARRIVAL

All visitors are expected to;

- Report to the school office upon arrival and sign in to the electronic sign in system.
- Provide photo identification and wear a visitor badge at all times, whilst on the school site. Please return it to the school office when leaving.
- Follow all school rules and staff instructions.
- Treat pupils, staff and other visitors with respect.
- Refrain from using mobile phones or taking photos unless authorised.

SAFEGUARDING

The needs and safety of the child always come first. The school is committed to safeguarding our children and expects everyone to share this commitment. Everyone employed, volunteering or on site at our school has a responsibility in relation to child protection and should comply with the school's safeguarding policies.

For a full copy of our safeguarding policy, please ask the school office or refer to our website: www.hartplain-jun.hants.sch.uk

If you have any concerns about a child, they must be reported immediately to the Designated Safeguarding Lead (DSL), Charlotte Faithfull or the Deputy Designated Safeguarding Lead, Sarah Atkins.

HEALTH & SAFETY

Hart Plain Junior School aims to provide a safe and healthy environment. Visitors must comply with all Health & Safety regulations.
Any hazards or incidents must be reported immediately to a member of staff or the school office. Visitors must not enter areas marked as restricted or hazardous unless accompanied by authorised personnel. Fire exits and evacuation routes should be kept clear at all times.



IF YOU DISCOVER A FIRE

- Sound the fire alarm by breaking the glass at a call point, these are situated by stairwells and fire exits.
- Evacuate the building by the nearest exit and go to the muster point located on the back playground.
- Report to the Duty Officer, (Headteacher or Deputy Headteacher), stating the type of fire and location.

SECURITY

- In the event of a decision to evacuate the building as a result of a bomb threat, the fire alarm will be sounded.
- Immediately evacuate the building following the same protocol as the fire alarm.
- Should a perceived threat be located within the building then our internal bell will be set to a constant ring.
- Upon hearing this ring please make your way to the nearest room and lock the door.

ON HEARING THE ALARM



- Immediately the fire alarm sounds you must evacuate the building via the nearest fire exit ensuring that you close all doors behind you.
- DO NOT stop to pick up your valuables or belongings. Please remain calm.
- Follow the emergency signs which will lead you out of the building.
- Go to the muster point on the back playground.
- Report to the Duty Officer, (Headteacher or Deputy Headteacher), to be checked against the sign in register.
- DO NOT return into the building until you are instructed to do so.



FIRST AID

For all first aid requirements please contact the school office:

- Give the extent of the injury and the location of the person.
- Our First Aider will attend the scene.
- All accidents must be reported and recorded.



SMOKING & VAPING

Hart Plain Junior School operates a no-smoking and no-vaping policy at all times. This includes all grounds as well as the building.