



INFORMATION FOR VISITORS

Safeguarding

As a school we are committed to Safeguarding and meeting the needs of all our children. We have worked hard to develop a Safeguarding culture in our school, ensuring that every adult understands that they have a responsibility to safeguard and promote the welfare of children.

As a visitor to our school, we need you to be part of that culture and agree to follow policies and procedures, which are in place to safeguard children. Safeguarding children is a proactive process and is everyone's responsibility, but there are times when we need to be reactive. If you have any concerns while you are in school, that a pupil may be at risk of harm, report it immediately to one of our Designated Safeguarding Leads (see below), who can be contacted via the main school office. Do not discuss your concerns with the pupil, and do not carry out an investigation. If a pupil makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else.

For further guidance, the school's Child Protection Policy can be found on the school website under the 'Policies' tab.



Mrs S Reynolds
Headteacher
Designated Safeguarding Lead



Mrs S Downing
Assistant Headteacher & SENCO
Designated Safeguarding Officer

DO NOT USE MOBILE PHONES



Do not use mobile phones on the school site without talking to a member of staff first

Alarms

In school we have 2 types of alarm that might sound in an emergency situation

A continuous tone - Evacuation alarm

- Leave the building by the nearest exit
- The assembly point is the Reception playground
- Do not take any personal risks
- You must not re-enter the building until told it is safe to do so

An interrupted tone - Lockdown alarm

- Remain in the building
- Assemble in central areas away from windows
- Remain in place until told that it is safe to leave

Security

- All visitors need to sign in using the Inventory system
- Once signed in, you will be given a printed badge/ photo ID or a lanyard (for regular visitors who are DBS prechecked)
- The badge or lanyard must be worn at all times so that you are easily identifiable by the staff and pupils as a visitor
- If your organisation provides you with a clearly definable badge, we may decide that this is adequate and a visitor pass will not be issued
- Dependent on circumstances, if you are working with students, you will also be asked to produce your DBS certificate and/or other forms of identification