

Safeguarding Information For Visitors 2021

CODE OF CONDUCT:

- Proof of ID will be requested.
- Do not use profane or inappropriate language.
- Dress appropriately for a professional environment.
- Keep staff informed of where you are and what you are doing.
- Never give your personal contact details to students.
- Contact via Social Media is strictly prohibited.
- No smoking or vaping onsite.
- COVID Protocols must be followed.

WELFARE INFORMATION:

Toilets – These are available next to the reception desk.

Parking – We can offer limited parking for our visitors.

Minibus/Taxi spaces are designated spaces and must not be used to park in between the hours of 7.45-8.15am/1.45-2.15pm.

FIRE AND EVACUATION PROCEDURE:

If you hear the fire alarm bell:

- Evacuate the building by the most direct outside door and assemble on the playground at the rear of the school.
- If you are responsible for a child, lead them quickly, and quietly to the front car park assembly point.
- If you are unsure about the location of a child, please report this to a member of staff immediately, ideally the class teacher.
- Class teachers will check their registers for any missing children.
- The reception team will check the visitors log for any missing adults.
- A senior member of staff will allow re-entry to the building once they declare that it is safe to do so.

If you discover a fire, the alarm should be sounded immediately by reporting it to reception or any member of staff. There are key operated 'break glass' fire alarm boxes around the school: all staff have keys to operate these. Do not try to fight the fire.

SAFEGUARDING:

All visitors must sign in and out of the school at the reception desk. You will be required to wear a visitor badge/sticker which you must wear until you leave.

- All staff and visitors have a responsibility for safeguarding our students and act in a manner that is always appropriate.
- All mobile 'phones must be switched off and 'away' in a bag or a pocket.
- If you need to use your phone, then please do so in an area away from students and with the knowledge of your supervising member of staff.
- Do not take pictures, videos or sound recordings unless you have sought prior permission from the Head teacher.
- Use appropriate language and avoid discussing confidential issues within hearing of others (adults or children).
- If you are working one to one with a child, please ensure that staff know where you are working and how long this will be.
- When working with a child, please do so in an open space if possible. Otherwise, keep the door open or ensure you are visible through the window.
- If you have a concern about a child, or another adult in the school, please speak to a member of the safeguarding team immediately.
- **If a child says something to you that you think could be a safeguarding matter, listen to them and do not ask leading questions or promise confidentiality; write down what was said immediately.**