








Visitor Safeguarding Information

Our school is committed to safeguarding children and promoting their welfare. All staff, governors, volunteers and visitors are expected to support this by working safely, remaining vigilant and challenging inappropriate behaviour. Everyone who enters this school shares this responsibility. This leaflet contains information about our expectations of you whilst visiting our school

Welcome to Trinity St Peter's Primary School

All visitors must check in at the school office, wear a red visitor lanyard at all times, and follow staff instructions while on site.

If you have any concern about the safety or welfare of a child, you must report this immediately to a member of our Safeguarding Team:

		
Louisa Martin Designated Safeguarding Lead (DSL) Designated Teacher	Sarah Bevin Deputy DSL	Joanne Molloy Deputy DSL
		
Jonathan McCabe Deputy DSL		Aimee Jones Deputy DSL

- All visitors must sign in at the school office.
- Share their up to date DBS and ID with the school Office Manager
- All visitors will be issued with a lanyard which must be worn at all times whilst on the site
- Visitors may be asked to remain under the supervision of a designated member of staff whilst on site
- Visitors must not use a smart phone or camera on site
- Visitors must sign out at the school office and return their visitor pass before leaving the site

Visitors must act appropriately at all times and maintain professional boundaries with pupils. Any information regarding pupils must be treated as confidential and shared only with appropriate staff.

Additional Information

Fire and emergency evacuation: If the fire alarm sounds, leave by the nearest available exit and make your way to the designated assembly points.

Lockdown: In the event of the lockdown alarm sounding, make your way to the nearest classroom or office and follow staff direction.

First Aid: Please alert the nearest staff member, if you require first aid or encounter someone who needs assistance.

Accidents and Hazards: Please report any accidents or hazards to a member of staff immediately

Further safeguarding information and policies are displayed on the school's Safeguarding Board in the staffroom and meeting room.