



## **Guidelines for Visitors**

### **Practicalities**

- Please sign in and out and always wear your visitor's lanyard
- The toilets for visitors are located opposite the school office

### **Fire and Emergency Evacuation Procedure**

- In the event of a fire alarm, all adults and children must evacuate the building by the most direct route possible and assemble on the main pathway
- All fire exits are clearly signposted
- If you are responsible for a child, lead them quickly and quietly to the assembly point and to their class teacher
- If you are unsure of the whereabouts of a child, please report this to a member staff immediately, ideally their class teacher
- Class teachers will conduct a headcount and check for any missing children
- A member of the Senior Management Team will allow re-entry into the building once they have declared it safe to do so
- If you discover a fire, push the 'Break Glass' on the red FIRE call point. Do not fight the fire unless you have been trained, and it is safe to do so

## **Safeguarding**

**Safeguarding Lead – Mrs Louise Bancroft, Assistant  
Headteacher**

**Deputy Safeguarding Lead – Mrs Julia Royle, teacher**

All staff and visitors have a responsibility for safeguarding our children. To ensure this, we ask for the following:

- Switch off your mobile phone or device and store it in your bag. In the event that you do need to use your mobile phone or camera enabled device, please do so in an area that is not accessed by the children, this includes the corridors. Please use the school office or staffroom
- Do not take photos, videos or sound recording of any children unless you have sought permission from the school
- If you are working with a child, please ensure the class teacher is aware of this, where you are working and approximately how long for
- If you are working with a child, please do so in a space that is open, have an open door or be visible to others through a window
- If you have a concern about a child, please pass this onto the child's class teacher, who will then follow our safeguarding procedures. If they are not available, please speak to our Designated Safeguarding Lead
- If you have a concern about another adult in school, please ask to speak to the Designated Safeguarding Lead
- Always share concerns with school staff, no matter how small they may appear, and do not keep them to yourself
- If a child says something to you that you think could be a safeguarding concern, act as above and if possible, write down what was said immediately. Listen to the child, do not question them or promise them that it will remain confidential between two of you

**Thank you for your co-operation.**