Connect Alliance Trust

Excellence - Collaboration - Respect

Connect Alliance Trust

Brookburn Community Primary School

Visitor's Guide to Brookburn

INFORMATION FOR VISITORS TO BROOKBURN

Welcome from Jen Holden, Headteacher

We are delighted to welcome you to Brookburn Community Primary School, part of Connect Alliance Trust. Our school is a caring, warm environment where staff do everything to support and care for our children. We provide a very inclusive, nurturing and safe environment for our pupils. We hope you enjoy your visit.

It is our aim to deliver an exceptional and transformative educational experience that motivates all our learners to reach their personal best and contribute positively to society. We are dedicated to fostering a safe, inclusive and thriving environment that promotes respect, integrity and lifelong learning for all, regardless of background. Through a commitment to academic excellence, creativity, well-being and leadership, we inspire our pupils and staff to grow, lead and make a meaningful impact in their communities.

Our values



- **Academic Excellence -** ensuring that any child, no matter what their background or individual needs are as successful as they can be.
- **Empowering learning skills -** we develop personal and social behaviours to support children through their primary years and to support effective life-long skills so they are self-managers, resourceful thinkers, independent enquirers, team workers, reflective learners and effective participators.
- **Respect**, this aligns with our Rights Respecting curriculum and underpins everything we do.
- **Physical well-being**, a curriculum and mindset to supports children's health, well-being and sets lifetime habits.
- **Global citizenship**, teaching our children about the world and their important place within it. Developing children's awareness of their role and the positive impact they can have.
- **Mental well-being and mindset**, developing happy, secure and confident children who work with resilience and determination.
- **Creativity and the arts**, to support children to process complex emotions to support increased self-awareness, enjoyment, imagination and understanding.

On Arrival and Departure

- Sign in at Reception on arrival. Lanyards will be issued to all visitors once they have signed in. The visitor's badge and lanyard **must** be worn and clearly visible at all times whilst on site.
- Read and follow the safeguarding information within this booklet.
- Follow school procedures whilst on the premises.
- DBS and identity checks will be undertaken by the Admin Team if necessary.
- Visitors will be met in Reception and escorted by a member of staff or designated Prefect.
- Sign out and return badge and lanyard to our office team.

Safeguarding

Brookburn Community Primary school is committed to safeguarding and promoting the welfare of children and young people. We expect all adults in school to share this commitment. Staff and visitors are expected to demonstrate professional, personal behaviour and conduct. If you have any questions or queries please see one of our safeguarding leads.

- If you have any concern that a child has been harmed, may be at risk of harm or a child makes a disclosure please discuss with the member of staff who has arranged your visit and they will refer you to a member of the Safeguarding Team. The Designated Lead for Safeguarding is: Beth Owen (Deputy Headteacher) or in her absence Jen Holden (Headteacher).



Beth Owen
Deputy Headteacher



Jen Holden
Headteacher

- Please do not speak to any children on your visit unless this has already been authorised.

- The road outside of school is closed from 8:30-9:10am and 3:10-3:50pm each day. This is part of the School Streets initiative and is to ensure our children and families arrive and leave safely. Please respect this rule.

- As a visitor to our school we expect you to respect the confidentiality of our children and families.

Tips for responding to safeguarding and child protection concerns:

- **Stay Calm**
- **Do not guarantee confidentiality**
- **Reassure and be prepared to listen**
- **Do not ask leading questions**
- **Do not be a detective**
- **Record as soon as possible**
- **Keep your notes**
- **Report to one of the school's Safeguarding Leads**
- **Follow the advice given**

Mobile Phones, Cameras and Recording Devices

Please note Mobile phones, cameras or recording devices must not be used around the school building and photos must not be taken unless authorisation has been given by the Headteacher.

Health and Safety

Your safety and well-being during your visit are important to us.
As a visitor you have a legal duty to care for the health and safety of yourself and others.

- Hot drinks are only to be consumed in designated areas (staff room / training room)
- As a visitor, you have a legal duty of care for the Health and Safety of yourself and others. Please inform the office or member of staff who has arranged your visit if you have any concerns.

Emergency Evacuation Procedures

This standard procedure is designed to inform visitors of the actions required in an emergency situation. All visitors are advised to make themselves familiar with our Fire/Emergency Evacuation Notices. These are clearly displayed around the school building.

Actions to be taken if you discover a fire:

- Alert another adult in the immediate vicinity.
- Sound the alarm by breaking the glass of the nearest fire alarm call point (small red box).
- Leave the building as described below.

Action to be taken if the FIRE/EMERGENCY ALARM SOUNDS IN THE BUILDING:

- Immediately stop what you are doing.
- Evacuate the building through the nearest emergency door.
- Make your way to the Emergency Assembly Point on the playground at the front of school.
- Do not attempt to re-enter the building until you have been authorised to do so.

Toilet Facilities: Staff and visitor toilets are available through the double doors outside the school office.

Smoking: School operates a STRICT NO SMOKING/ NO E-CIGARETTES/NO VAPING POLICY

Personal Belongings:
Brookburn Primary School accepts no responsibility for loss or damage to visitors' property or vehicles.

We hope you enjoy your visit and thank you for supporting us in making sure Brookburn is a safe environment for all.

Headteacher: Jen Holden

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