SAFEGUARDING GUIDANCE

- Mobile phones must not be used in school and should be turned off, except in the school staff-room and PPA room.
- Any concerns about the welfare of a child must be reported immediately to one of the staff mentioned in this leaflet, or any member of school staff.
- If a child makes a disclosure to you, do not ask leading questions. Report it immediately as above.
- Do not initiate verbal or physical contact with children unless it is appropriate and part of the agreed reason for your visit.
- Do not give any personal information to children, such as your contact details, including social media information.
- You must confirm with a member of the office staff as soon as you arrive that you are not subject to any investigations or allegations in terms of safeguarding.
- For further guidance, the school's Safeguarding Policy can be found on our website under policies or from the school office.

FIRE AND EVACUATION

In the event of a fire alarm (a continuous siren) you must leave the building by one of the nearest available exits which are clearly marked, make your way to the assembly point and check in with a member of staff.

LOCKDOWN PROCEDURE

In the event of a lockdown (a changing siren) you must make your way to the nearest room. Remain silent, stay away from the windows and doors. Stay in the room until you are told to leave



'An exciting place to learn, an exciting place to be'

HEALTH & SAFETY

It is essential that you follow our health and safety guidelines at all times. A copy of our policy can be found on the school website.

FIRST AID: If you have an accident or feel unwell, please report to the office.

Please let the Head Teacher know of any issue that may restrict your ability to exit the building in an emergency.

Easy access toilets are located by the KS1 exit/EYFS cloakroom.

CONFIDENTIALITY

All information you receive about pupils is confidential and you must not keep, remove or discuss any such information.

Vernon Park Primary School operates a strict no smoking policy, which includes the use of e-cigarettes. Please do not smoke anywhere on the school site, including outdoor areas.

Dogs are not permitted onto the school grounds or premises.

Our key safeguarding professionals are:

Claire Lee - Head teacher

Elizabeth Slaoua – Deputy Headteacher

Emma Brough – Pastoral Manager

Katy Mickle – Assistant Head

Kaylee Jones – Before/After School Club Manager

Vernon Park Primary School

Peak Street

Stockport

SK1 2NF

0161 480 4378

headteacher@vernonpark.stockport.sch.uk

All visitors to school must report to reception upon arrival and leaving, to sign in and out of the building.

You will be issued with a sticker that must be displayed at all times and returned when you leave.

Vernon Park Primary School

Safeguarding Information for Visitors

Please sign in the visitor's book and wear your ID sticker at all times.

Please read and comply with the guidance contained in this leaflet.