Rainford Brook Lodge Primary School

Rainford Brook Lodge Safeguarding Visitor Information

"Motivated, Aspirational Growing in Independence and Confidence."



Ms Hodkinson

Designated Safeguarding Lead



Mr Moore

Deputy Designated Safeguarding Lead

To help us maintain a safe and welcoming environment for everyone at Rainford Brook Lodge, please read and follow the guidance below during your visit.

- **Safeguarding concerns:** If you have any concerns about the welfare or safety of a pupil, please inform the nearest member of staff immediately. They will report your concern to a member of the Safeguarding Team. Please record any relevant details on the back of this document.
- **Visitor identification:** Please keep your visitor lanyard and badge clearly visible at all times.
- **On leaving:** Please return your visitor lanyard and badge to Reception when you leave.
- **Visiting professionals:** If you are a visiting professional, please wear your professional identification alongside your visitor lanyard at all times.
- **Red lanyards:** Visitors wearing a red lanyard must remain accompanied by a member of staff at all times, except when in Reception. This is an important safeguarding measure and staff may approach you if you are not accompanied.
- **Access to pupils:** Visiting professionals will only be given access to pupils where there is a clear and appropriate professional purpose, the necessary consent is in place, and appropriate professional identification has been provided. This may include professionals such as police officers, social workers, ambulance staff or school nurses.
- **Concerns about visitor conduct:** If a visitor's behaviour or conduct causes concern, they may be asked to return to Reception and speak with a member of the Safeguarding Team.
- **Photography and recording:** Visitors must not take photographs, make video recordings or otherwise record on our school premises unless this has been specifically authorised by a member of staff and agreed equipment is being used. Personal mobile phones, cameras or other recording devices must not be used for this purpose.
- **Mobile phones:** Must not be used in any school area except the staff room or reception area.
- **Respect and conduct:** We ask all visitors to be polite, professional and respectful towards students, staff and other visitors at all times.

- **Zero tolerance:** Rainford Brook Lodge operates a **Zero Tolerance Policy towards harassment, victimisation and discrimination**. We are committed to providing a safe, inclusive and respectful environment for everyone.
- If the fire alarm sounds, all visitors must leave the building immediately via the nearest emergency exit and proceed to the school field at the rear of the school, which is the designated assembly point.
- **Need help?** If you require any assistance during your visit, please speak to Reception. We will be happy to help wherever we can.

We hope you enjoy your visit to Rainford Brook Lodge.

If you have a concern, please record it on this document and pass this to a member of staff.

Details **Prompts: What happened? When did it happen? Where did it happen? How did it happen? Who did it happen to? What are your worries/concerns?**