

## Visitor Procedures

- All visitors **must** sign in at the Main Reception.
- All visitors will be issued with an appropriate pass which must be displayed at all times whilst on the site.
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, when possible, to avoid disappointment.
- Visitors must not use a smart phone or camera on site.
- Visitors **must** sign out at the Main Reception and return their visitor pass before leaving the site.

## Key School Contacts

### Headteacher

Mrs Louise Worrell

### Assistant Headteacher

Miss Rebekah Bell

### Health and Safety

Mrs Louise Worrell

### Designated safeguarding Lead

Mrs Louise Worrell

### Designated Person

Miss Rebekah Bell

### PREVENT Lead

Mrs Louise Worrell

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### Chair of Governing Body

Mr Jonathan Smith

School office contacts:

01480 890371

[office@spaldwickschool.org.uk](mailto:office@spaldwickschool.org.uk)



# School Visitor

# Safeguarding Guide

**Spaldwick School where every day  
is a chance to LEARN and  
SUCCEED**

Welcome to **Spaldwick Community Primary School**. We hope that your visit is a comfortable and enjoyable experience.

**Spaldwick Community Primary School recognises and promotes its responsibilities for Child Protection and Health and Safety.**

## **CHILD PROTECTION**

At Spaldwick, our children enjoy meeting new people so we hope that you find you are made to feel welcome by our pupils as well as our staff.

Our children are frequently reminded about personal safety and child protection issues so you may find that children will be curious about your visit. Please feel free to confirm that you are visiting our school and show your lanyard.

In accordance with current safeguarding guidelines, visitors who are not able to present proof of a valid DBS disclosure will be escorted at all times on their visit. We appreciate your understanding of this protocol.

Should you have a Child Protection concern, please ensure that this is reported to the main school office immediately so that they may inform the Headteacher or Deputy Headteacher who are the Designated Persons for Child Protection.

## **HEALTH AND SAFETY**

The staff, children and governors are aware of the need to feel secure and comfortable in their school.

We also like to ensure that our visitors are safe but, in a busy school environment, it is possible for accidents and unexpected events to occur.

## **FIRE**

- If you hear the fire alarm sounding (this will be a continuous tone) you will be directed to make your way out of the building immediately following the green FIRE EXIT signs.
- DO NOT return to collect any belongings.
- Please make someone aware should you require physical assistance in exiting the building.
- DO NOT enter the building again unless you are informed by a senior member of staff that it is safe to do so,

## **ACCIDENTS/ILLNESS**

Should you have an accident or feel unwell during your visit, please report to the main school office. If you are unable to make your way to the office, please inform any member of staff about your situation. You may be asked to complete an accident report form and we would appreciate your co-operation in doing so.

## **KEEPING YOURSELF SAFE**

Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.

Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.

Never be on your own with a child, always ensure that a door is open and that you are visible to others.

It's best not to do anything for a child that he or she can do for him or herself.

Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident time and date it and pass it on to the Headteacher.

If you have concerns about the conduct of staff, it is your responsibility to inform the Headteacher.

Remember... if in doubt... ask.