

**All staff and visitors have a responsibility for safeguarding our pupils.**

**To ensure this we ask the following:**

- **Switch off your mobile phone/device and store it in your bag;** phones cannot be used in the presence of children.
- In the event 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 corridors. Please speak to a member of staff before doing so.
- Do **not** take pictures, videos or sound recordings of any pupils 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, or have an open door or visible by others through a window.**
- If you have a concern about a child please speak with our Designated Safeguarding Lead – Melissa Chandler, or one of our Deputy Designated Safeguarding Leads (detailed below), who will then follow our safeguarding procedures
- If you have a concern about another adult in school, please ask to speak to Melissa Chandler (Headteacher) or contact Vicki Briody (Associate Director of Education).
- Always share concerns with school staff, no matter how small they may appear, and don't keep them to yourself.
- If a child says something to you that you think could be a safeguarding concern, act as above, and write down what was said immediately. Listen to the child, do not question them, or promise them that it will remain confidential between the two of you. Share this information with a member of the safeguarding team immediately.



Melissa Chandler –  
Designated Safeguarding Lead

Deputy Designated Safeguarding Leads



Miriyan Sikkens



Holly Lovell

## **Guidelines for Visitors - 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 in the playground. Staff will direct you to Bookers, which is our evacuation meeting point.
- All fire exits are clearly signalled
- If you are responsible for a child, lead them quickly and quietly to the playground and to their class teacher
- If you are unsure of the whereabouts of a child, please report this to a member of staff immediately, ideally the child's class teacher
- Class teachers will count their class and check for any missing children against their register
- The office staff will check the visitors book for any missing adults
- A member of the Senior Leadership Team will allow re-entry to the building once they have declared it safe to do so
- If you discover a fire, the alarm should be sounded. There are 'break glass' fire alarms around the school
- Do not attempt to put out the fire yourself

## **Lockdown evacuation Procedure**

- In the event of a lockdown (signalled by ringing a school bell), all adults and children must move to a lockable space in the school and remain silent.
- If you are working within a classroom, please follow the teacher's instructions
- Ensure your phone is switched off and do not attempt to make any calls
- If it is safe to do so, please find the closest classroom available if you are not situated in one already
- A member of the Senior Leadership Team will inform you when they have declared it safe to end the lockdown

## **Practicalities**

- Please **sign in and out** and wear your visitor's lanyard at all times
- The toilets for visitor use are located to the right of the school office.

***Thank you for your co-operation in all of the above***