

Safeguarding

Visiting School

We love welcoming visitors to school – we love to share our work, the children love to meet new people and we love to learn from others. Parent helpers provide additional opportunities for children to read aloud and be able to go on trips safely.

Arriving at school

To keep everyone safe, we ALWAYS ensure that the visitors coming onto our school site are safe to be here and that they are 'suitable' adults to be working with our children.

To accomplish this, we ask all visitors (including parents) to:

- Sign in at the office – if the fire drill goes off, the office staff will check you're safe
- Provide ID – we need to make sure you are who you say you are (even if you know someone!)
- Read our Visitors' Leaflet that you'll be given and the posters in the office area
- Wear a lanyard while on the premises – green if you share a DBS and red if you don't
- Remain with a member of staff if you are wearing a red lanyard.

These procedures may seem exhaustive sometimes, but please know that we are doing it to keep the children (and you) safe while you're in school.

Working with children

We ask that any visitor to the school (including when helping on school trips):

- Does not use their personal device when in the company of children
- Does not take photographs unless on a school-owned device and on request of the teacher
- Reports any concern of a child's wellbeing or behaviour to a member of school staff immediately
- Does not administer first aid – please call on a member of staff
- Activates the fire alarm (red boxes around the school) in the case of a fire or necessary evacuation
- Reads the Child Protection procedures listed in the Visitors Leaflet and displayed around school
- Speaks to the headteacher immediately if they have a concern about a member of staff

Helping on trips

We could not arrange trips without our wonderful parent helpers! Again, however, we have strict procedures to follow in order to keep everyone safe;

- Please wear a hi-vis jacket (provided by the office staff) – children can spot you easily!
- Please keep your green/red lanyard on for the duration of the trip
- Please provide the office staff with ID (even if you're just helping for an hour)
- Please sign in upon arrival and sign out when you leave with the children (in case of a fire drill)

Leaving school

At the end of a visit, we ask all visitors to sign out at the school office and return their lanyard. If you have a child to collect from the playground and it's the end of the day, please still leave via the office and walk around to the playground. This ensures that we've taken you off our fire register for the day and that we have all the lanyards back. It's essential that we know who is on the site at any given time of the day.

Exceptions!

There are some exceptions to the above! If you are coming into school to watch a performance, for Open Classrooms or for Sports Day (for example) we may not ask you to sign in or wear a lanyard. However, please still adhere to our rules about the use of personal devices, please do not take any photos, please report any concern to a member of staff immediately and please ensure you only go to the relevant areas of the school for that activity.

Together we can!