

# Safeguarding

## Visiting School

We're very much looking forward to welcoming family, friends and other visitors to school more often this academic year. We've planned termly Open Classroom events, Open Days for prospective parents and Class Assemblies for which parents will be invited to watch.

What should you see in school?

If you observe anything that contradicts our expectations, please speak to member of staff or, if more appropriate, the headteacher.

**Like staff and pupils, we expect our visitors to have high expectations when in school. You should expect to see:**

- Polite, respectful, kind and helpful staff and children.
- Children supervised at all times unless wearing a yellow band.
- Adults wearing a lanyard.
- Children working with adults wearing a blue, orange or green lanyard (NOT red).
- Posters on display that help adults and children to understand how to be safe in school.
- Children asking for help if they need it.

**It's essential that all visitors follow our safeguarding procedures when coming into school. These procedures are summarised below:**

### Arriving at school

- Sign in at the office – if the fire drill goes off, the office staff will check you're safe
- Take a look at our 4 key safeguarding posters displayed by the office hatch
- Read our Visitors' Leaflet that is available to take from the office hatch
- Wear a lanyard (or sticker for larger events) while on the premises

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.

### In school and in the presence of children

- Please do not use your personal device when in the premises
- Do 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
- Do not administer first aid – please call on a member of staff
- Activate the fire alarm (red boxes around the school) in the case of a fire or necessary evacuation
- Speaks to the headteacher immediately if you have a concern about a member of staff
- Ensure you're never on your own with a child unless the office has a copy of your DBS and you're a registered volunteer with a green lanyard

### Leaving school

- Sign out via the school office
- If you have a child to collect, sign out & walk around to the playground as per our usual collection procedure

**Together we can!**