



INFORMATION FOR VISITORS

Welcome to Alveston C of E Primary School!

At Alveston we are committed to safeguarding & promoting the welfare of children.

This leaflet contains information about our expectations of you while visiting our school and gives information about our safeguarding procedures.

Please read and return this to the school office. When signing in the visitor's book you are confirming you have read and understood this information.

Safeguarding

We recognise that some children may be victims of neglect, physical, sexual or emotional abuse.

If you have a concern that any child is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally) you must contact one of the members of staff below as soon as possible. Please do not leave our school without telling someone of your concerns.

		
Anne Clewley	Jessica Newitt	Natalie Rogers
Head Teacher Designated Safeguard Lead	Deputy Head Teacher Deputy Designated Safeguard Lead	SENDCO Deputy Designated Safeguard Lead

PERSONAL SECURITY

Every visitor is asked to sign in at the screen in the entrance hall and to wear a visitors' sticker. Please sign out when you leave via the screen. Please keep handbags and valuables with you at all times.

If you do leave the building for a short time, please exit through the main door, signing out and informing the office staff as you go. Please do not prop open any door which could give access to unauthorised individuals.

Visitor responsibilities

FIRE PRECAUTIONS: In the event of the fire alarm sounding continuously, everyone must leave the building immediately using the nearest fire exit. The assembly point is the school playground. Please make yourself known to a member of Office Staff.

SMOKING: Smoking is not allowed within school buildings, grounds or car park.

MOBILE PHONES: Please do not use mobile phones when in school. Mobile phones should be switched off and safely stored. If you need to make a call please speak to the school office.

PHOTOS / VIDEOS / SOUND RECORDINGS: Do not take pictures, videos or sound recordings in school unless you have sought the permission of the Head Teacher.

MODEL BEHAVIOUR: Please be a good role model to our children when you are on site by being respectful, fair & considerate to others. Remember children may interpret your words or actions differently.

We ask everyone to be Ready Respectful Safe.

UNACCEPTABLE BEHAVIOUR FROM THE SCHOOL COMMUNITY:

Please report any unacceptable behaviour from children or adults to the School Office Manager or Head Teacher before you leave site.

FIRST AID: In the event of an accident please contact a member of staff who will assist and enlist the help of a trained person. If you have a medical condition you would like us to be aware of, please inform staff on arrival.

ACCIDENT REPORTING: All accidents, 'near misses' or incidents should be reported to the school office.

COSHH: If you are bringing materials covered by COSHH regulations onto site, please leave a copy of the relevant data sheet & risk assessment at the School Office.

WORK ACTIVITIES: Contractors coming onto the site must report to the School Office Manager or Head Teacher before commencing work. It is the responsibility of all contractors to familiarise themselves with the school's **asbestos** register, available on the WCC Atlas system. All contractors must ensure risk assessments have been carried out for their activities & these are available to the school upon request.

WORK EQUIPMENT: All electrical equipment brought onto the site must comply with current legislation and have been tested in line with the Electricity at Work Regulations 1989. All contractors must provide their own electrical and access equipment; use of school equipment is not permitted.