



Front Street Primary School

Visitor Information

We hope that your visit will be enjoyable, informative and safe.

We believe that every child, member of staff and visitor in our school matters and that they have a basic entitlement to be safe and happy at school. Any discriminatory language or behaviour (e.g. HBT, sexist or those with disabilities) towards members of staff, pupils or visitors will not be tolerated and you will be asked to leave the premises and the police may be contacted. Any inappropriate behaviour or language will not be tolerated.

If you have a disability and require assistance during your visit or in case of evacuation, please inform the office staff.

Please help us by reading and complying with the guidance contained in this leaflet which is intended to ensure your health and safety whilst at Front Street Primary School.

If you have any questions after reading this, please do not hesitate to ask a member of staff to help you. Staff can be identified easily as they all wear badges. Please wear your visitor's badge at all times when on site. Please return the badge to office staff and sign out using the electronic visitor management system when leaving.



Security

All visitors, supply staff, student teachers and contractors coming into the school must report to Reception.

As a visitor you will be asked to sign in and be issued with a badge which must be worn prominently so that it is visible to staff and students and they can identify you as a visitor. Depending on the circumstances you may also be asked to show any identification and your DBS certificate.

Please stay within the area necessary for your visit.

If you are a regular visitor to the school, you will need to sign in on each occasion. When you leave the site please ensure that you sign out and return your badge to a member of the office staff.



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Safeguarding on site

Adults visiting or working on the school site play an important part in the life of the school. You can play a part in keeping students safe whilst working at or visiting the school by observing the following guidelines

We expect you will interact with pupils as required within your professional capacity and report any instances/concerns/observations you may have immediately to the Child Protection Officer or senior member of staff.

If you have any concerns that a student may be at risk of harm report it immediately to any of our Designated Safeguarding Persons for child protection who can be contacted via the main office. Do not discuss your concerns with the student and do not carry out an investigation. The Head teacher, Helen Gladstone, is our Designated Child Protection Officer, however you can speak with any of our Designated Safeguarding Persons - Helen Gladstone, Martyn Kelly, Lynn Houlton, Rebecca O'Neill, Rachel Wilkinson, Laura Bolton, David Lakey or Rebecca Doughney.

Do not initiate verbal or physical contact with students unless it is appropriate and part of the agreed reason for your visit.

Do not give any personal information to students such as your mobile telephone number, personal email or address.

Do not engage in any communication with students using social networking sites.

Visitor Checklist

1. I am aware of the school's safeguarding policy.
2. I have been made aware of my duty to safeguard and promote children's welfare.
3. I know which staff are the designated persons for Safeguarding within school: Helen Gladstone, Martyn Kelly, Lynn Houlton, Rebecca O'Neill, Rachel Wilkinson, Laura Bolton, David Lakey or Rebecca Doughney.
4. The procedure for reporting concerns about a pupil has been explained to me.
Tell any of the above
5. I am aware that I must record my concerns and pass them onto to a designated person.



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First Aid & Accident Reporting

We have several first aid staff who are located throughout school, please alert a member of staff if you feel unwell and they will call for assistance for you. Alternatively, please go to the school office.

All accidents, hazards and near misses must be reported to the office staff.



Health & Safety

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site.

As a visitor to our school it is essential that you follow and health and safety guidelines that may apply.



Fire and Evacuation

If you have a host, they will explain and guide you through any emergency procedures. If you are in school for the day, please ensure you read the fire notice and familiarise yourself with the exit route and assembly point for the area in which you are working. If you discover a fire, shout fire and press the nearest alarm. If you hear the alarm (2 tone sound) and you are working with pupils, lead them to safety at



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the assembly point. Class teachers will mark their register. Office staff will mark the visitor register.



Smoking

Front Street Primary School is a non- smoking school - this includes e-cigarettes. Please **DO NOT** smoke on site.



Technology usage in school

Mobile phones, cameras, computers etc are only to be used when approved and in connection with your business. Do not take/use images of pupils unless expressly approved by the Head teacher. Do not leave equipment or personal belongings unattended. Ensure that your mobile phone is switched to silent and avoid using it when working with pupils. Do not use a school computer or laptop unless you are approved to do so.



Photography

Before taking any photographs on site, permission must be sought from either the School Business Manager, Site Manager or member of the Senior Leadership Team. Do not take/use images of pupils unless expressly approved by the Head teacher.



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Parking

Walking to school will be the normal expectation and positively promoted from the outset for the whole school community. This approach also supports our promotion of healthy lifestyles for children and their families. Encouraging walking also increases awareness of the local environment, independence and social opportunities.

If you need to visit the school during the day, we ask that you try to park in the areas surrounding the school, being considerate at all times to our neighbours. There is a car park located behind The Gibside Arms Hotel, which is located at the back of school so only a short walk. If you do need to park in school, you must park in the designated spaces.



A toilet is available next to main reception and also in the corridor on the ground and first floors within the main school.

All information received or gathered whilst in school, no matter how small or insignificant it may seem, is to be treated with sensitivity and classed as confidential.

Anyone whose actions or behaviour causes concern or who do not follow the above requirements will be reported in the first instance to the school's Safeguarding Officer or Child Protection Officer, with a view to reporting concerns to the Local Authority for further action.

Thank you for helping to keep Front Street Primary School safe for everyone.