

Front Street Primary School
Visitor Information

General	<ul style="list-style-type: none"> • Report to the main school office to sign in/out and collect/return badge • Ensure visitor badge is visible at all times • Please stay within the area necessary for your visit • Inappropriate behaviour or language will not be tolerated • A toilet is available next to main reception • If you have a disability and require assistance during your visit or in case of evacuation please inform the office staff • Please present company/photo ID and CRB to office staff • Gateshead Council employees must show their Gateshead Passport
First Aid	<ul style="list-style-type: none"> • First Aiders are located throughout school, contact the nearest staff member • All accidents, hazards and near misses must be reported to the office staff
Fire	<ul style="list-style-type: none"> • If you discover a fire shout fire and press the nearest alarm • Read the fire notice and familiarise yourself with the exit route and assembly point for the area in which you are working • If you hear the alarm (2 tone sound) and you are working with pupils lead them to safety at the assembly point • Class teachers will mark their register • Office staff will mark the visitor register
Mobile phones, Cameras, Computers etc	<ul style="list-style-type: none"> • Use only when approved and in connection with your business • Do not take/use images of pupils unless expressly approved by 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
Interaction with pupils	<ul style="list-style-type: none"> • 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
Child Protection	<ul style="list-style-type: none"> • The Head Teacher, Helen Gladstone, is our designated Child Protection Officer
Confidentiality	<ul style="list-style-type: none"> • 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.

