

## St. Bede's RC Primary and Nursery School

### Guidance for visitors to the setting

Safeguarding is 'everyone's business' and as part of accessing our site and working where there are children we would respectfully ask that to keep children safe and to keep yourself safe that you follow our guidelines below:

Please observe the visitors signing in and out procedures and ensure your visitors badge is worn throughout your visit.

Make yourself familiar with the fire evaluation procedures

Adhere to the personal mobile device guidance

#### Concerns

- 1) If you see or hear any incident of harm, behaviour or conduct relating to any of our pupils that you report it immediately to the Designated Safeguarding Leads who are Mrs. C. Devine, Mrs. N. Mackley, Mr. B. McVittie and Mrs. L. Welsh.
- 2) If you see or hear any incident of harm or conduct relating to any of our staff that you report it immediately to the Headteacher, Mrs. C. Devine or the Designated Safeguarding Leads, Mrs. N. Mackley, Mr. B. McVittie, Mrs. L. Welsh.
- 3) If you see or are concerned of any issues of a health and safety nature for example broken equipment or a dangerous area to children that you report it immediately to the school reception.

#### Conduct

- 4) Whilst you are in the building, if you are not directly working with pupils, that you do not verbally or physically interact with the pupils.
- 5) Whilst you are in the building that you do not move around the school without being escorted by that member of staff.
- 6) Whilst you are in the building your personal mobile phone is switched off and not used on the premises (if circumstances are otherwise please declare this at the main reception). Under no circumstances should your

mobile technology or any other equipment be used to take photographs or videos of the pupils.

- 7) Whilst you are in the building you maintain professional conduct at all times with staff and pupils
- 8) Maintain confidentiality about anything that you see or hear in the school, so that parents, staff and children can trust you

#### Health and Safety

- 9) Whilst you are in the building that if there is a fire alarm that you follow the school's procedures to leave the premises by the nearest exit to you. This will be shown to you when you are escorted to the designated area you are working in.
- 10) Whilst you are in the building that you comply with all health and safety procedures.
- 11) Whilst in the building if an incident or accident occurs whilst on site either to you or another please report it immediately to the reception or inform the Designated Safeguarding Lead/Headteacher. If you require medical attention whilst on your visit, First Aid is located in the main reception.
- 12) That when you enter or exit the building you sign in and out using the visitors' signing in book.
- 13) Whilst you are on the premises you wear your visitors badge at all times and it is clearly visible to staff and pupils.

The Head teacher is Mrs. C. Devine

The Designated Leads for the Setting are Mrs. N. Mackley, Mr. B. McVittie and Mrs L. Welsh.

I agree to the above terms and conditions for school

visitors.....

Date.....