

Other General Information

Fire and emergency evacuation:

If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble on the playground. Our staff will direct you.

First Aid:

Please ask at Reception if you need assistance.

Accidents and Incidents: Please report these to Reception.

Access to the Internet:

All users of the school systems and Wifi must comply with the Acceptable Use of ICT policy. Please ask our Network Manager for details.

Visitors' Toilets:

Located on the first floor.
Please ask at Reception for directions.

Parking and Disabled Access:

Limited parking is available in our car park, but spaces can be reserved if necessary. The first floor can be accessed by a lift in both buildings.

Raising a Concern

Disclosure by a child

If a student discloses information about significant harm you should:

- Listen
- Tell the student that you need to tell someone else —you cannot promise confidentially.
- Make accurate notes of what has been said by the student and pass this immediately to one of the DSL listed below.

Melissa Whatley

(DSL & pupil welfare lead)

Pamela O'Brien

(Co Headteacher CLA)

Saba Khan

(Co Headteacher)

Gemma Wood

(Behaviour/SENCo)

Musa Ali

(PREVENT)

Visitors Safeguarding and Safety Protocols

Please Remember:

It is not your responsibility to investigate but to report to a Designated Safeguarding Lead.

Welcome to

St Mary's Church of England Primary School



Please take a few moments to read this leaflet. We are committed to safeguarding and promoting the welfare of our young people and this requires all staff and visitors to share this commitment.

Yew Tree Road, Slough, Berkshire, SL1
2AR

While on site, please refrain from:

- Using inappropriate language
- Smoking
- Entering personal conversations with children
- Share any political or religious views with children
- Touch children in any way
- Giving gifts

01753 534 791

Post@stmarys.slough.sch.uk

Arrival

- Please make yourself known to a member of staff.
- Sign in on arrival and collect your visitors' badge.
- Please always wear the badge to avoid being challenged by staff or students.

- Always remain with your host unless we confirm we have had prior DBS clearance for you.
- On departure, please sign out and return your badge.

Keeping Everyone Safe

Our main priority is to ensure that everyone who visits is aware of their responsibilities towards making sure all young people are safe.

As a visitor, please remember the following:

- If you are working in a 1:1 situation with a student, we must have confirmation that all the necessary safeguarding checks have been carried out including the Enhanced DBS disclosure.
- You must not have any physical contact with any student.
- You must never exchange personal contact details with a student or arrange to meet them outside of the school environment.
- The use of cameras and taking photographs is not permitted unless prior permission has been sought.

Safeguarding Children

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone that has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures.

- Please refer to the back page of this leaflet for contact details of our child protection team. Or please contact Reception who can locate them for you.
- If there is any reason to suspect that a student has suffered bullying or discrimination, or is likely to suffer significant harm, you must inform the Designated Safeguarding Lead (DSL) immediately. Our staff will then follow the procedures according to the school Safeguarding Policy.

Children Acts 1989 &
2004 Education Act 2002
Keeping Children Safe in
Education 2024

**We hope that you have an enjoyable visit to
St Mary's.**