

## Other General Information



### Fire and emergency evacuation

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



### First Aid

Please ask at the School office if you need assistance or use telephone ext. 213/205 for assistance.



### Access to the Internet

All users of the school systems and Wi-Fi must comply with the Acceptable Use of IT Policy. Please ask at the school office for access to the guest Wi-Fi.



### Visitors Toilets

Located on the first floor. Please ask the office to direct you.



### Parking and Disabled Access

Limited parking is available in our car park, spaces can be reserved on request.

The first floor can be accessed by a lift in both buildings.

## Raising a concern

### Disclosure by a child

If a child discloses information about significant harm you should:

Listen

Tell the student that you need to tell someone else- you should not promise confidentiality.

Make accurate notes of what has been said by the student and pass this immediately to a DSL listed below or contacting them on the telephone extension number stated on the reverse of your visitor badge.

### Designated Safeguarding contact information

Melissa Whatley

(DSL, Pupil Welfare Lead & Senior Mental Health Lead)

Saba Khan

(Headteacher)

Gael Robinson

(Assistant Head Teacher)

Gemma Wood

(Assistant Head Teacher)

Grant Fuller

(Assistant Head Teacher)



# St Mary's Primary School





## Arrival at school

Please make yourself known to a member of staff.

Sign in and collect a visitors' badge/lanyard.

Please wear the badge and lanyard at all times to avoid being challenged by staff or students.

Remain with your host at all times unless we confirm we have had prior DBS clearance for you.

### 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.

## 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 child workforce DBS checks.

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.

## While on site and departure

The telephone extension numbers for DSL & First Aid are on the reverse of your visitor badge.

All of our First Aid trained staff wear a yellow card holder/yoyo on their lanyard.

On departure please sign out and return the lanyard back to the office.  
Mobile phones must not be used on site apart from in the staffroom.

# 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 the office 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 DSL immediately. Our staff will follow the safeguarding procedures according to our school safeguarding policy.

Children Acts 1989 & 2004

Education Act 2002

Keeping Children Safe in Education 2024

Working Together to Safeguard Children 2025