



Safeguarding Guide for Visitors and Volunteers and Parents

Bolton-on-Swale St Mary's CE Primary School

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'To love, live and learn together'

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this commitment. This leaflet contains information about our expectations of you whilst visiting the school. It gives information about our Safeguarding and Emergency Procedures. Please keep the leaflet in a safe place so that you can read it again if you need to.

Keeping everyone safe

- All visitors must sign in at Reception on arrival.
- Visitors will be issued with a badge that must be worn and visible at all times.
- For your information, all members of staff wear a blue lanyard, with a name and photo
- Visitors are asked to read this leaflet in full on arrival on their first visit.
- Visitors should remain in Reception until under the supervision/direction of a designated member of staff.
- Mobile phones are not to be used whilst on the school site.
- Photographs are not to be taken unless by prior agreement.
- Be a good role model to our pupils by being respectful, fair and considerate of others. Report to staff any unacceptable behaviour.
- When working with a pupil(s) ensure you are visible to others.
- All visitors must sign out at Reception.

Need someone to talk to?

If you are concerned about a child or the conduct of a member of staff or adult in school, please contact the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead. If you are concerned about the Head teacher please contact the Safeguarding Governor. They will offer advice and take appropriate action. A copy of the schools Safeguarding policy is located in the school office and staff room.

Our Designated Safeguarding Lead:
Mrs Nicola Dobson (Head teacher)

Our Deputy Designated Safeguarding Lead:
Mrs Paula Reynolds (Deputy Headteacher/SENDCo)

Our Safeguarding Governor:
Clare White (Chair of Governors)



Fire/Emergency Procedures Any person discovering a fire must:

- Operate the nearest fire alarm. (The fire service will be called immediately by dialling "999" using the nearest telephone, when appropriate)

On hearing the fire signal:

- When in class the order to evacuate will be given by the teacher, who will indicate the route to be followed.
- When not in class form a single file and move by the most direct route to the place of assembly.
- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.
- The fire gathering point is on the playground next to the nearest kick wall.

First Aid If a child or adult requires first aid assistance when in school please contact a member of school staff or go to the school office at the entrance area. A number of staff members have one day first aid qualifications.

Miss Cooper Paediatric First Aider



Mrs Brooks Appointed First Aider



Lockdown Procedures:

- If outside, you will hear **the continuous ringing of the playground bell**. This means you must line up quickly and walk into school calmly.
- If inside, you will hear **the inside bell ring in short bursts**.
- Go to the classroom or office and await further instructions.