



"Walking with Jesus to be the best we can be"

INFORMATION FOR CONTRACTORS

The staff and pupils at St Joseph's Catholic Primary School would like to welcome you and hope your time spent here will be an enjoyable experience. This document has been produced to provide you with guidelines.

PLEASE READ AND NOTE THE FOLLOWING INFORMATION:

GENERAL INFORMATION

- Please sign in on entry and sign out on leaving.
- Please wear your visitor badge **at all times** whilst in the school and return it when you leave.
- If you hear a continuous alarm, this is the fire alarm and you will need to evacuate the building from the nearest exit and go onto the playground.
- If you have any queries please contact our Caretaker or a member of the Office Team.
- Your mobile phone must be left in your car or at the office. It must not be out where the children are/could be present. If you need to use your mobile phone to complete the job please speak to the office so someone can accompany you.

SAFEGUARDING PROCEDURES

As a visitor to our school, it is important that you are aware of our safeguarding procedures. These are our highest priority.

Our Designated Safeguarding Officer (DSO) is Jon Willcox, Headteacher.

In his absence, you need to address any concerns to Sarah Keeping, Megan Jukes or Hattie English who are both Deputy Safeguarding Officers. Ruth Mills is our Safeguarding Governor.

If you have any concerns, however vague, about a child's welfare you should speak to the SDO. However, it is also very important to remember that children's details and names must remain confidential and any discussion that you feel you need to undertake does not allow the child to be identified to anyone else except the SDOs.