

**INFORMATION FOR VISITORS**

**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:**

**Safeguarding**

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

* **As required, we have a designated Safeguarding Designated Officer (SDO), Nicola Taylor-Bashford**, **Acting Headteacher. In her absence, you need to address any concerns to Jackie Clarke and Rachel Pattison who are the deputy safeguarding officers.** There are photos of them around school so you can identify them if necessary.
* 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 SDO’s.
* If a child says something to you that you think could be a safeguarding concern, act as above. Please listen to the child, do not question them or promise confidentiality.
* 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.
* We ask that your mobile phone/device is switched off and stored in a bag.
* If in the event you do need to use your mobile phone or camera enabled device, then please do so in an area that is not accessed by the children e.g. the office or staff room area.
* Do not take pictures, videos or sound recordings of any pupil unless you have sought permission from the school.

**General information**

* If you hear a continuous alarm, this is the fire alarm and you will need to evacuate the building. Leave by the nearest exit, every classroom has an external exit.

Please join the school at the far end of the playground where a member of the office staff will have the visitor’s book and will make sure you are accounted for.

* The visitor’s toilets are located by the Office.
* Parking is limited around St Joseph’s, if you have driven here please ensure you have parked considerately for the local residents.
* If a child/adult has a minor accident, please take them to their class teacher or TA. For accidents causing concern, the child should be accompanied by a member of staff, taken to the office and seen by one of the qualified first aiders.
* If a child’s behaviour is causing concern, please consult with a member of the teaching staff.

We hope your visit to St Joseph’s is an enjoyable one.