



Visitor Protocol 2023 –24

September 2023

Dear Visitor

Welcome to our school. We have produced the following guidance to keep you and our school community safe. Please ensure you read it in full either prior to your visit or on arrival.

We ask that you:

- Pre-arrange your visit to the school
- Report to Reception on arrival and do not enter the school via any other entrance
- Follow any parking instructions you may be given, then ensure that your vehicle is locked, and that it is kept locked, at all times while not in use. If you need to use or move the vehicle during your visit, drive with extra caution while on the premises
- Once at the main Reception, explain the purpose of your visit and state who you have come to see. You will be asked to produce formal photographic (wherever possible) identification and your original DBS Certificate unless a letter of assurance has already been sent to school
- You will be asked to sign in using the electronic recording system which will include a photograph of you being taken
- A visitors' badge will be issued to you and you should ensure that you wear it, displayed prominently, at all times.
- You will be asked to wait in the reception area until you are met by an appropriate member of staff to be escorted to your destination
- Unless it is a legitimate part of your visit to the school, if you find yourself alone with pupils/children, you should report to a member of staff or the office team.
- Do not wander around the school unnecessarily and always follow instructions for moving from one area to another should you need to do so
- Ensure that your mobile phone is switched off on entering school
- Always use appropriate language and behaviour with children and adults
- Do not smoke or vape on the school premises or anywhere when with children
- Ensure that you read and/or follow any other protocols or policies that may be given to you, or drawn to your attention, by the school, for example in relation to child protection/safeguarding and health and safety
- Ensure that you are aware who you should refer to within the school if you have any concerns
- On departing the school, you will be asked to leave via reception, sign out of the building, return your visitor badge and be seen to leave the premises.
- Please read through and adhere to all guidance in the attached safeguarding leaflet.

We hope you enjoy your visit to school and we look forward to meeting you.

Kind regards

Mrs K Savage

Headteacher

'Those who hope in the Lord will renew their strength and they will soar on wings like eagles.'



Safeguarding Children

Guidance for adults visiting or working at Baildon Church of England Primary School

At Baildon CE Primary School, we are committed to safeguarding and promoting the welfare of our children and expect all staff, volunteers and visitors to share this commitment.

We celebrate our place within God's loving family, showing **respect** for ourselves, others and the world around us. We are a safe, **supportive** community of inspired, resilient, life-long learners, with a spirit of curiosity, where every individual is provided with the **opportunity** to flourish and **achieve** in our ever-changing world.

'Those who hope in the Lord will renew their strength and they will soar on wings like eagles.'

Isaiah 40.31

What are my responsibilities as a guest or visitor?

All adults visiting or working in school need to be aware that they are responsible for their own actions and behaviour within our learning environment. Visitors are expected to follow the same procedures as any other adult working in our school.

As a visitor, you should act promptly if you have any concerns about a young person. All concerns or incidents must be reported to a member of our Designated Safeguarding Team, as named in this leaflet; they are easily identified by their grey lanyards.

All guests and visitors are expected to:

- Sign in and out at reception, showing your organisation's ID on arrival
- Ensure you prominently display the ID and lanyard that you are given at all times
- Be aware that we have a Safeguarding Policy which is available at www.baildonce.co.uk. There are also other safeguarding documents on the website and paper copies are available on request
- Behave in a respectful, fair and professional manner at all times to ensure that the young people under our care feel comfortable, respected and safe
- Pass on any information of concern. It is always better to report an incident to ensure our students are protected. Do not assume someone may already know, even low level concerns should be raised.
- If you are provided with a red visitor lanyard, then you must remain with a member of school staff at all times throughout your visit. If you are provided with a green visitor lanyard, we hold a DBS certificate for you and have assessed that you can move around the school without a member of our staff.

Safeguarding – It is everyone's responsibility
"It could happen here"

If you are concerned about any of the following, please report these concerns to a member of our school's Designated Safeguarding Team as soon as possible and ideally before leaving the building. You can also contact the school's Designated Safeguarding Lead, Samantha Smith, directly by using the contact details at the end of this leaflet.

- Comments made by a child.
- Marks or bruising on a child.
- A child's behaviour or demeanour.

If you have any concerns about the conduct, or behaviour of adults who work with our children at school, please speak to a member of the Safeguarding Team, who will arrange for you to speak to the Headteacher or Safeguarding Governor.

Information about our Designated Safeguarding Team is prominently displayed around school.

Our team consists of:



Samantha Smith
DSL



Katie Savage
Deputy DSL
Headteacher



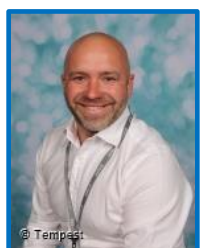
Julia McCaul
EYFS DSL



Mr Van Der Gucht
E Safety SL



Victoria Leather
Governor SL



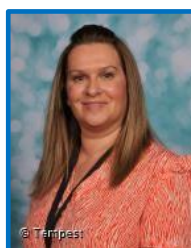
Mathew Holmes
Deputy DSL



Matthew Holliday
Deputy DSL



Phil Hiley
Deputy DSL



Cheryl Sokee
Pastoral Worker

Children's Behaviour

We have high expectations for our children and are proud of their behaviour and attitudes. We expect them to treat staff, visitors and each other with respect and courtesy so should an incident occur where behaviour falls below these standards, we ask that visitors inform us immediately to allow us to investigate and resolve any concerns promptly.

Use of Mobile Phones

Please ensure all mobile phones are either turned off or are on silent. We ask that phones are only used for essential work related calls and that these are made in the office or staff room areas, away from children.

Emergency Evacuation

If the fire alarm sounds, please leave the building by the nearest exit. The assembly point is the tennis courts, which are located at the front of the building. **Please be aware that the Fire Alarm is tested every Wednesday at 2.45pm.**

Emergency Invacuation

If you hear three short whistle blows repeatedly being sounded, please approach the nearest member of staff, who will guide you to a classroom, or other designated 'safe space'.

First Aid

If you require First Aid treatment, please contact a member of staff who will assist you with this.

Toilets

Visitors' toilets are located outside the staffroom. Please do not use the children's facilities.

Accidents and Incidents

Please report these to your host or reception.

Equality

At Baidon CE Primary School, we value and actively celebrate difference and diversity irrespective of ability, need, age, gender, sexual orientation, ethnicity, attainment, disability or background. It is a school priority that every child feels valued and that their life experiences and needs are given equal regard. We expect everyone in school, including visitors and volunteers, to abide by this.

If you have any concerns following your visit, please telephone the school on 01274 598540 and ask to speak to a member of the Safeguarding Team, or email DSL@baildonce.co.uk

Thank you for your support in these matters.