



Safety & Safeguarding Information for Visitors

We hope that your visit will be enjoyable, informative and safe.

Please help us by reading and complying with the guidance contained in this leaflet, which is intended to ensure your health and safety and safeguarding of students whilst at our school. If you have any questions after reading this, please do not hesitate to ask a member of staff to help you. Designated Safeguarding Leads

Mr M Spackman	Mrs J Magnien	Miss E Wogan
Primary/Secondary	Primary/Secondary	Primary
DS Lead	Deputy DS Lead	Safeguarding Lead

Security

All visitors and contractors coming in to the school must report to Reception. If you have parked on our site, please register your vehicle with Reception and ensure it is parked in a marked bay.

As a visitor you will be asked to sign in and be issued with a badge that must be worn prominently so that staff and students can see you are a visitor. Dependent on circumstances, if you are working with students you will also be asked to produce your DBS certificate and/or other forms of identification.

Fire & Evacuation

Your host will explain what to do in the case of emergencies and fire alarms.

- The alarm is a continuous bell. You must leave the building by the nearest exit.
- Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the administration staff.
- The assembly points are on the playgrounds unless you are informed otherwise
- Do not take any personal risks.
- You must not re-enter the building until told it is safe to do so.

First Aid

If you need first aid or feel unwell please report to the main school reception or telephone Reception.

Smoking

St Peter's School operates a no smoking policy. Please do not smoke anywhere on the school site – it is illegal to do so. Similarly, intoxicating liqueur or drugs are not permitted on site.

Health & Safety

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed when working on site. If appropriate, please ask to review the school asbestos register and sign as evidence of the inspection - available from the Site Manager/Caretaker.

Safeguarding guidance for visitors to the school

Adults visiting or working on the school site play an important part in the life of the school. You can play a part in keeping students safe whilst working at, or visiting, the school by observing the following guidelines:

- Do not initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit.
- Do not give any personal information to students, such as your mobile number or address. Do not provide students with your personal email address, and only provide your professional work email if it is necessary as part of the reason for your visit.
- Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites.
- If you have any concerns that a student may be at risk of harm, report it immediately to the Designated Safeguarding Lead who can be contacted via the main school office. Do not discuss your concerns with the student, and do not carry out an investigation.
- If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the Designated Safeguarding Lead of your concerns immediately.
- The taking of photographs including students, is not permitted without prior authorisation from a member of the School Leadership Team.
- The PREVENT agenda is strongly adhered to within the school and if you have any concerns please contact one of the Designated Safeguarding Leads.