



VISITOR INFORMATION

Welcome to our school. We hope that your visit to St Katharine's Primary School will be enjoyable, informative and safe. We require all staff and visitors to share this commitment at all times. Please take and read one of our Guidance for Visitors Leaflets.

If you have any questions after reading this leaflet, please do not hesitate to ask a member of staff to help you.

SAFEGUARDING CHILDREN AND KEEPING SAFE

On Arrival

All visitors coming in to school must report to Reception.

Please sign in, you will be issued with a badge and a lanyard. This must be worn prominently so that staff and students can see that you are a visitor.

Dependent on circumstances, if you are working with students you will also be asked to produce your DBS certificate and other forms of identification.

Safeguarding policy

We have comprehensive policies which include information about child protection, bullying, discrimination, child sexual exploitation, female genital mutilation, e-safety and the Prevent Duty, which are available on our website or on request.

Reporting Concerns

If you have any concerns about a child's welfare or safety or you are concerned that a child is likely to suffer significant harm, you must inform the Designated Safeguarding Lead *immediately*. Our staff will follow the procedures according to the school's Safeguarding Policy. Your concerns will be treated with confidentiality.

Keeping Everyone Safe

- Be mindful how you interact with and speak to pupils; they may interpret what you say differently.
- Please put your mobile phone on silent and avoid using it
- Please do not take any photographs of staff or pupils
- Never exchange personal contact details with a pupil
- Avoid being on your own with a child



Fire

On hearing the fire alarm (the alarm is a continuous bell), do not put yourself at risk, please evacuate using the nearest exit.

Stay with your host until you are out of the building and at the assembly point, in the back playing field. Please then report to the member of the staff displaying a 'Visitors' sign.

First Aid

Please report any accidents, incidents or first aid concerns to the office. Staff may need to take your personal details.

Designated Safeguarding Lead (DSL)

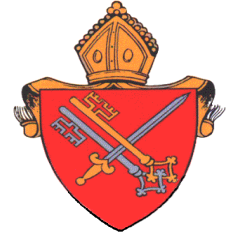
Mrs Emma Burton (Deputy Head)
Mrs Fiona Pollard (Assistant Head)

Deputy DSL

Mrs Nikki St John (Head Teacher)
Mrs Emma Foyle (SENCO)



Safeguarding Leads



Our Designated Safeguarding Leads:

Mrs Burton (Deputy Head)

Mrs Pollard (Assistant Head)

Our Deputy Designated Safeguarding Leads:

Mrs St John (Head Teacher)

Mrs Foyle (SENCO)