

Visitor Procedures

- All visitors must sign in at the School Office
- All visitors will be issued with an appropriate visitor lanyard. Yellow for those who have a DBS in place and red for those who do not. This must always be displayed whilst on the site
- Visitors who are issued a red visitor lanyard, will be asked to remain under the supervision of a designated member of staff whilst on site
- All visitors must sign out at the School Office before leaving the site
- Visitors wishing to see a member of staff should contact the school to make an appointment. If you are seeking an urgent appointment, please report to the School Office and we will arrange for you to see a member of staff

Mobile Phones and Photography

- To protect our children, we respectfully ask that you do not have your phone out or use it during your time in our school building. If this is an issue, please speak with a member of staff on arrival.
- Under no circumstances should you take photographs of our children whilst at our school.

Safeguarding at Saint Patrick's

Saint Patrick's Catholic Primary School is committed to safeguarding and promoting the welfare of children.

DSL: Mrs Jennie Courtney

DDSL: Mrs Charly Sykes and Mrs. Charlotte Minty



Saint Patrick's Catholic Primary School Visitor Leaflet

Email: admin@st-patricks.wilts.sch.uk



Visitor Code of Conduct

- Treat everyone with respect
- Provide an example you would wish others to follow
- We all follow our 'SUN Policy' to Speak Up Now. If you see any activities, which you feel is making you or anyone else feel unsafe, we ask you to SPEAK UP NOW, to a member of school staff
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others
- Always tell someone if a child speaks or acts inappropriately towards you.

If you are concerned about the conduct of a member of staff during your visit the following actions must take place:

- Immediately inform the Headteacher
- In their absence, immediately inform the Assistant Headteacher



What do I do if I am worried about a child?

If you become concerned about:

- Something a child says
- Marks on a child
- Changes in a child's behaviour or demeanour

Please report these concerns to the class teacher or a member of school staff who, if they feel appropriate, will pass the information on to one of the school's Designated Safeguarding Leads.

Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without disability.



If your concern is about the Headteacher, please contact the Chair of Governors. Contact details can be obtained from the School Office.



Fire Safety

In the event of the fire alarm sounding, please evacuate the school quickly and quietly. We ask you to exit through the nearest doors as directed by a member of school staff and proceed to the assembly point on the playground. There a designated member of staff will proceed with a roll call for all children, staff and visitors.

Please **DO NOT STOP** to collect coats, bags or belongings.

Designated staff will check the building, to ensure everyone is accounted for.

DO NOT re-enter the building until authorized by a designated member of staff.

