

Information for Visitors & Volunteers

We are committed to safeguarding and promoting the welfare of children. As such we expect all staff volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting our school. It provides information about our safeguarding and emergency procedures. Please keep this leaflet in a safe place so that you can read it again if you need to.

Keeping ourselves safe

- All visitors must report to the school office to be signed in and out of the visitors book.
- Visitors will be issued with a badge that must be worn and visible at all times.
- Mobile phones are not to be used whilst on the school site.
- Photographs are not to be taken unless by prior agreement
- Do not behave in a way that could lead a reasonable observer to question your conduct, intentions or suitability to care for other people's children.
- No IT equipment, other than the school's are to be used. Guest Wi-Fi password is available on request

If a child discloses something or you make an observation which concerns you...

- **React calmly**
- **Listen carefully** to the child, particularly what is said spontaneously.
- Don't promise confidentiality. Explain to the child that you must pass on the information.
- **Do not ask** leading questions or make judgements. Clarify and check your concern if you feel you are not sure but as soon as you believe there might be a genuine issue, ask no future questions. This would compromise further enquiries.

Reassure the child they are doing the right thing.

Record carefully, on a purple form (found on the Safeguarding Noticeboard in the staffroom) what the child says in their own words including how and when the account was given. This must then be dated and signed and passed immediately to one of the Designated Safeguarding Leads (DSLs)

Remember...if in doubt...ask

Please do not leave the school building without telling someone. Alternatively please contact one of the DSLs via the details below:

*Email: DSL@northdowns.surrey.sch.uk
or telephone 01737 843384*



Mrs Jane Douglass
Headteacher & DSL



Mrs Ciara Deeks
Deputy Head & Deputy DSL



Mr Steve Wade
Deputy Head & Deputy DSL



Mrs Teresa Judd
Senior Teacher &
Deputy DSL



Mrs Mary Rode
Safeguarding Governor

Staff Conduct: if you are concerned about the conduct of a member of staff, following a disclosure or observation, the following actions must be taken:

- Immediately inform the Headteacher
- In their absence inform one of the Deputy Headteachers

Fire: in the event of a fire, the fire bell will sound and you must evacuate the building as quickly as possible, do not run and do not stop to collect belongings. Please familiarise yourselves with exit points in the rooms/buildings you are in—you must go to the playground evacuation point to be counted. Telephones are located in all classrooms and offices.

Incident Bell: this is different from the fire bell it is a pulsing bell, if you hear this bell please stay in the class or office you are in and close the door until you are told it is safe to leave. If you are outside please go to the nearest class or office for your safety.

Toilets: staff toilets are located in each building.

First Aid: In the event of an injury please contact a member of the office staff. All accidents must be reported.

Smoking: North Downs Primary School is a non-smoking site and smoking is not permitted within any of the buildings or school grounds.



Be the best you can be, every day.

Safeguarding Guide for School Visitors and Volunteers

**Welcome to North Downs
School**

01737 843384

info@northdowns.surrey.sch.uk

www.northdowns.surrey.sch.uk

Last updated: April 2019