

## **Visitor Procedures**

- Visitors must sign in at the Main Office.
- Visitor badges must be worn at all times whilst on the school site.
- Visitors should remain under the supervision of a designated member of staff whilst on the site.
- All visitors must sign out at the main office and return their visitor pass before leaving the site.



Wherever possible, visitors wishing to speak to a particular member of staff should telephone the school to make an appointment.

If you are seeking an urgent appointment, please report to the main office and we will arrange for you to see a member of staff.

## **Safeguarding Statement**

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

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it, please speak to a member of staff. Please keep the leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to one of the Designated Safeguarding Leads at the earliest opportunity.

If you are concerned about the conduct of a member of staff or volunteer in school, you must contact Headteacher, Hannah Pallôt, immediately.

Contact details:

Headteacher: Hannah Pallôt

Email: [secretary@mylor-bridge.cornwall.sch.uk](mailto:secretary@mylor-bridge.cornwall.sch.uk)

Phone: 01326 373724

Website: [mylor-bridge.eschools.co.uk](http://mylor-bridge.eschools.co.uk)



## **Visitor Information**

Welcome to our school.

The safety and well-being of our children is of the utmost importance to us. Please read the information contained in this leaflet and keep it with you in case you need to refer to it during your visit.

If you have any questions, please speak to a member of staff.

Designated Safeguarding Lead:

**Hannah Pallôt**

Deputy Designated Safeguarding Lead:

**Sam Shainberg, Matthew Collinge**

## **Safeguarding**

All visitors must sign in at reception and wear a visitor badge for the duration of their visit; badges must be returned to the school office when you sign out.



If you have a concern about a child, please speak to our Designated Safeguarding Lead (Hannah Pallôt) or Deputy Safeguarding Leads (Sam Shainburg or Matt Collinge) immediately. More information on safeguarding in school can be found in our Child Protection and Safeguarding Policy which is available on the school website. Paper copies are available on request.

Do not let anyone into the building by any external door: ask a member of staff (identifiable by an ID badge) for assistance. Should you need to use the toilet during your visit, please use only the toilets designated for staff and not pupils.

## **Fire Safety**

If the fire alarm sounds, make your way out of the building through the nearest fire exit and assemble on the back playground. Do not take personal belongings with you. Do not re-enter the building until told it is safe to do so by a fire warden (identifiable by a high-visibility jacket). This is a non-smoking site (including the carpark).

## **Mobile Phones**

Mobile phones must not be used in school during your visit. If you need to use your phone in an emergency, please only do so in the staffroom. Visitors must not take pictures of children on their mobile devices. Staff will take any photos using school equipment. Staff are not allowed to give the school wifi-code to visitors.



## **Accidents & Illness**

Should you have an accident or feel unwell during your visit, please report to the main school office. If you are unable to make your own way to the office, please inform any member of staff about your situation. You may be asked to complete an accident report form and we would appreciate your co-operation with this.



## **Health and Safety**

If you have a hot drink during your visit, it must be in a lidded mug if you are drinking it anywhere other than the staffroom. Our full Health and Safety policy is available on our website and a copy can also be found in reception.

## **Staff Conduct**

If you are concerned about the conduct of a member of staff, following an observation or disclosure, immediately inform the Headteacher or, in her absence, one of the Assistant Headteachers.

## **Keeping Yourself Safe**

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming others or themselves.
- Avoid being on your own with a child. Always ensure you have an open door to any room and that you are visible to others.
- It's best not to do anything for a child that he or she can do themselves.
- Always tell someone if a child behaves inappropriately. Log down the incident, time and date it and pass it on to the Safeguarding Leads
- If you have concerns about the conduct of staff, it is your responsibility to inform the Headteacher or Chair of Governors.



**Remember, if in doubt: ask.**