

# Waterfield Primary School

## Safeguarding and Safety Information for visitors

Welcome to Waterfield Primary School, we hope that your visit will be enjoyable. Please help us by reading and complying with the guidance contained in this leaflet.

### Security

All visitors must report to Reception. As a visitor, you will be asked to sign into our Visitors Book and be issued with a badge which must be worn prominently at all times. You may be asked for some form of identification and to produce your DBS certificate, if required. On departure, you will need to sign out and return your badge to our office staff.

### Fire and Evacuation Procedures

In the event of a fire, you will hear a continuous alarm. Stay with a member of staff who will escort you to our assembly point in the playground. Do not stop to collect personal belongings. Do not re-enter the building until you are told it is safe to do so.

### Safeguarding

The Designated Members of Child Protection staff are:-

Miss K Gilzene - [head@waterfieldschool.co.uk](mailto:head@waterfieldschool.co.uk)

Mr J Moss - [deputy@waterfieldschool.co.uk](mailto:deputy@waterfieldschool.co.uk)

Mrs L Howard - [lhoward@waterfieldschool.co.uk](mailto:lhoward@waterfieldschool.co.uk)

Mrs S. Smith - [ssmith@waterfieldschool.co.uk](mailto:ssmith@waterfieldschool.co.uk)

- ❖ If you have any concerns that a pupil may be at risk of harm, report this immediately to the school office who will direct you to a designated person for child protection. Do not discuss your concerns with the pupil.
- ❖ If a pupil makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the designated person for child protection immediately.
- ❖ Do not give any personal information to pupils, such as your mobile number, email address or address.
- ❖ If you feel you should report any concerns in person please contact the Common Access Point (CAP) on 01403 229900

### First Aid

If you or a pupil becomes unwell please advise the nearest member of staff who will alert a first aider.

### Smoking

Please do not smoke anywhere on the school site

For further guidance, please ask to see a copy of our Child Protection Policy.

**Thank you for helping to keep Waterfield Primary School safe.**