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**Piddle Valley CE First School**

**Information for Visitors**

Welcome to Piddle Valley First School.

We hope you enjoy your time with us. We would ask that you take some time to read the following information and follow the enclosed guidelines, which have been written to ensure everyone is kept safe at our school.

**Health & Safety**

**Safeguarding**

Email: [office@piddlevalley.dorset.sch.uk](mailto:office@piddlevalley.dorset.sch.uk)

[Tel: 01300](Tel:01300) 348219

**VISITORS SAFETY INSTRUCTIONS**

To ensure the safety all visitors, the following information is provided for your guidance.

1. **All** visitors must report to the school office immediately on arrival to sign in and receive a visitor badge. This badge should be worn throughout your stay.
2. On arrival all visitors are asked to read the school safeguarding guidelines and to sign to say they have been read.
3. **Smoking –** Visitors are not permitted to smoke within any part of the school buildings or the school grounds
4. **Emergencies –** In the event of an emergency evacuation during your visit, the fire alarm will sound as a continual bell. We request that you stay with your host, or if alone leave the building by the nearest fire exit and assemble in the school playground. Fire emergency plans are located around the school please familiarise yourself with these.
5. **Escort –** You are requested to stay with your host during your visit to the school. Unaccompanied visitors may be challenged by other members of staff.
6. **Smoking**, **Alcohol and Drugs –** The use of Alcohol and / or drugs is strictly prohibited while on our school premises. Anyone suspected of being under the influence of alcohol or drugs will not be allowed on school premises. Smoking is not permitted within the school or within the school grounds
7. **First Aid –** Should you feel unwell or suffer an accident whilst you are on the school premises, your host will arrange any appropriate treatment and necessary documentation. The main first aid facilities are located in the main corridor by the classrooms.

**Our named first aiders are Mrs Nikki Curtis, Mrs Kelly Young and Mrs Becky Collins**

1. **Speed Limit –** A maximum speed limit of 5mph operates on the premises and in the parent / staff car park. Please observe this at all times.
2. **Mobile Phones –** Mobile phones and personal IT equipment should not be used for taking photographs of the pupils. All mobile phones should be stored securely and not used whilst within the school building in the presence of the pupils.

We hope you find your visit enjoyable and thank you in advance for your co-operation and support.

**CHILD PROTECTION SUMMARY FOR ALL VISITORS**

As an adult working in this school, you have a duty of care towards all pupils. This means you must act at all times in a way that is consistent with their safety and welfare.

You must follow the principles of safer working practice, which includes use of technology – on no account should you take images of pupils on personal equipment, including your mobile phone.

If the behaviour of another adult in the school gives rise to concern you must report it to the Headteacher; Mrs Jayne Browne.

If you have a concern about a child, particularly if you think she / he may be suffering or at risk from harm, it is your responsibility to share the information promptly with the Designated Safeguarding Lead (DSL) or the Deputies who are:

**DSL Jayne Browne Headteacher**

**Deputy DSL Matt Wash Teacher Nikki Curtis Teaching Assistant**

**Paula Stanley Feathers Preschool Lead**

**School Governor with a safeguarding responsibility – Mrs Ann Jordan**

The following is not an exhaustive list but you might become concerned as a result of:

* Seeing a physical injury which you believe to be non-accidental
* Observing something in the appearance of a pupil which leads you to think his/her needs are being neglected
* A pupil tells you that she /he has been subjected to some form of abuse

If a pupil talks to you about (discloses) any issue related to safeguarding or their welfare:

* Listen carefully without interruption, particularly if she /he is freely recalling significant events
* Only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not lead the pupil in any way so should only ask open questions
* Make it clear you are obliged to pass the information on, but only to those who need to know
* Tell the DSL or Deputy without delay
* Write an account of the disclosure as soon as you are able (definitely the same day), date and sign it and give it to the DSL

**Do not:**

* ask the pupil to repeat the disclosure to anyone else in school,
* ask him / her or any other pupil to write a statement
* Inform the parents

You are not expected to make a judgement about whether the child is telling the truth

**REMEMBER – share your concerns, don’t keep them to yourself!**

The school has a Child Protection Policy and a Staff Code of Conduct – available from the school office and on the school website.

**DBS**

To begin the DBS disclosure process, please complete your email address here and hand this sheet into the school office. You will then receive a form to complete via the provided email address.

Please could you bring in the documents below to complete the process:

* A valid passport or driving licence

AND

* Your birth certificate

In addition to this we need a copy of financial statement, giving your current address and dated within the last 3 months.

………………………………………………………………………………………………………………………………………….

NAME: …………………………………………………………………………………………………….

EMAIL ADDRESS: ……………………………………………………………………………….

**Fire Safety and Procedures**

On entry to the school, please familiarise yourself with the fire exits available to you.

**Emergency Evacuation of Visitors from**

**Piddle Valley First School**

* **On hearing the alarm, visitors should immediately leave the building by the nearest exit and assemble in the school playground at the front of the school.**
* **Report to Mrs Collins so she can confirm the visitors register.**
* **You should not re-enter the building while the alarm is sounding or before authorised to do so by the Fire Warden.**
* **You should not stop to collect personal belongings in an emergency**
* **Anyone discovering a fire or other serious imminent danger should immediately raise the alarm by operating the nearest ‘break glass’ fire alarm**

PLAYGROUND

**ASSEMBLY POINT**

CAR PARK

SCHOOL

FRONT ENTRANCE

**Expectations**

* It is very important to respect *confidentiality* at all times.
* If you are a regular helper please let us know in advance if you are unable to come in that day in case we need to prepare something different for the children to do.
* Ensure that children address you correctly i.e. Mr, Mrs, Ms, even if they know you informally out of school.
* Encourage all children in their activities. Value the children’s contributions and praise their efforts. Talk to the teacher about reward systems that are in place for that class.
* If a child is impolite or rude please speak to the child’s teacher. Remember it is our job to role model politeness, therefore do not retort back just say you are disappointed with their behaviour and you will speak to their teacher.
* We have a non-smoking environment.
* You are welcome to have tea/coffee during break times in the kitchen area.

**Additional information**

Volunteers should be told where they are expected to be working, who they are to work with and what is expected of them in terms of any recording.

Tea/coffee is available from the kitchen area by the hall. Please help yourself to the facilities. In keeping with Safeguarding procedures the staffroom is not available to volunteers or parents of the school.

Volunteer helpers are a crucial part of the School. It is hoped that volunteers do not find it difficult to accept our ethos and are able to work within our expectations.