Buckingham Primary School

Safeguarding information and protocol for visitors

Welcome to Buckingham Primary School. All staff and visitors alike have a responsibility for safeguarding our pupils. To ensure this we ask the following:

- We welcome visitors to Buckingham Primary School. It is important that all visitors respect the school's policies and procedures.
- All visitors are required to **sign in** at the start of the visit and **sign out** at the end of the visit. **Please wear your visitor badge at all times.**
  If you are issued with a green lanyard, you are a regular visitor with DBS clearance.
  If you are issued with a red lanyard, please respect that you must be escorted by a member of staff at all times.
- It is important that all parents and visitors remain within the designated areas for an event.
- **In line with our mobile phone policy please do not use your mobile phone on school premises. Switch off** your mobile phone/device and store it in your bag.
- In the event you do need to use your mobile phone or camera-enabled device, please do so after consulting a member of staff, in an area that is **not** accessed by children (therefore not in corridors). Such places could be the offices or the staffroom.
- Do **not** take pictures, videos or sound recordings of any pupils unless you have sought permission from the school.
- If you are working with a child, please ensure the class teacher is aware of this, where you are working and approximately how long for.
- If you have any concerns of a Child Protection or Safeguarding nature about a child, please complete a pink safeguarding concern form available from the school's main reception **immediately**. If you believe a child is in immediate danger, please speak directly to one of our safeguarding leads below.
- If you have a concern about an adult in the school please speak to the Headteacher.
- Always share concerns with school staff, no matter how small they may appear, and don't keep them to yourself.
- If a child says something to you that you think could be a safeguarding concern, act as above, and if possible write down what was said to you immediately. Listen to the child, do not question them or promise them that it will remain confidential between the two of you.

Designated Safeguarding Lead: **Mrs Sam Brewer** Headteacher	Designated Operational Safeguarding Lead: **Mrs Laura Walker** Family Support Officer	Deputy Safeguarding Lead: **Mrs Sarah Gammon** Deputy Head / SENCo	Deputy Safeguarding Lead: **Mrs Clare Milne** Assistant Headteacher Early years	Governor Safeguarding Responsibility: **Mrs Gwenneth Brignall**

Deputy Safeguarding Lead: **Mrs Kelly Brookes** Assistant Headteacher Curriculum	Deputy Safeguarding Lead: **Mrs Laura Wilson** Assistant Headteacher Attendance and Data	Deputy Safeguarding Lead: **Miss Georgina Baughan** Office Manager Admin

Buckingham Primary School

Health and Safety

Your safety and wellbeing during your visit are important to us. As a visitor you have a legal responsibility to care for your own and others' Health and Safety.

Please ensure that you collect a lanyard from reception and wear this throughout your visit.
Visitors are requested not to enter any classrooms or teaching areas except by prior arrangement.

Fire

- In the event of a fire alarm (two tone pulsing siren) make your way out of the building to the designated assembly points.
- The assembly point is the astro pitch and your BPS host will show you where this is located.
- Should you have any particular mobility concerns, please make your BPS host aware of this so that they are able to implement a personal evacuation plan, should this be required.
- Fire exits are clearly marked and your BPS host will make you aware of this on site.
- In the unlikely event that an evacuation should occur, the school had designated Fire Wardens who will ensure that the school building has been evacuated. They will be wearing high visibility vests and their instructions should be followed at all times. They will guide you to your assembly point.
- Please do not re-enter the building until you are informed that it is safe to do so by the Headteacher or a senior member of staff.

First Aid

- Should you require first aid for any reason, please make your BPS host aware. If you are not with your host, please find the nearest BPS staff member or return to reception where we can assist you.

General

- The school operates a strict no-smoking policy which we ask you to respect.
- If you are intending to use your own electrical equipment on the premises, please ensure that it has been suitable inspected and tested to ensure its safety.
- The school accepts no responsibility for any loss or damage to visitor's property.