

## WELCOME TO DOVE BANK PRIMARY SCHOOL



'Dove Bank Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment'.

### **As a condition of entry to this School all Visitors must**

- Sign in at the Reception desk and receive a Visitors Badge which they must wear at all times.
- Visitors will be met in the Reception Foyer and escorted into the building by a member of staff.
- All mobile phones must be switched off and left at the School Office.
- No photographs may be taken without prior permission from the Head teacher.
- Surrender your Visitor's Badge and sign out when you leave the building.

#### **Safeguarding Children**

If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please speak to our Safeguarding Officer – Mrs Eithna Ford or our Deputy Safeguarding Office – Mrs Sara Fraser immediately.

All Visitors must act responsibly and not put themselves or children at risk.

#### **Health & Safety**

Your safety and well-being during your visit are important to us. As a visitor you have a legal duty to care for the Health & Safety of yourself and others.

#### **Classrooms**

Do not enter classrooms unless escorted by a member of staff or by prior arrangement.

#### **Emergency**

Fire Evacuation Procedures are clearly displayed around the School. If the Fire Bell Sounds (continuous ring) leave the building by the nearest exit and proceed to the designated Assembly Point. Do not re-enter the building until you are told it is safe to do so.

#### **Accidents**

Any illness, injury or accident must be reported to the School Office.

#### **Smoking**

It is against the law to smoke on school premises.

#### **Property or vehicle**

The School accepts no responsibility for any loss or damage to Visitor's property or vehicle.

Signed.....(Chair of Governors)

Date 25<sup>th</sup> May 2017

This policy will be reviewed annually.