

Occasional Visitor Procedures

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

Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, wherever possible to avoid disappointment.

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 on duty.

Regular Visitors

- Volunteers must sign in and out at the main office.

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 any of the contacts names within.

If you are concerned about the safety of any child in our school, you must report this to one of the Safeguarding Team.

If you are concerned about the conduct of a member of staff or volunteer in our school you must contact the designated Safeguarding Lead or in their absence, a member of the Safeguarding Team.

Safeguarding Team:

Designated Safeguarding Lead:

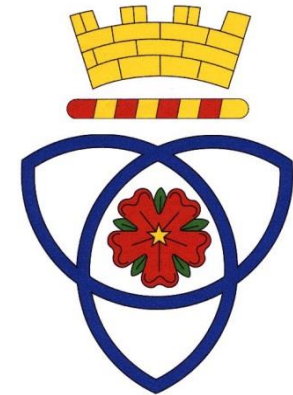
Mrs C Palfreyman *(Headteacher)

Deputy Safeguarding Lead:

Miss J Steele (Senior Leader)

Link Governor for Safeguarding:

Mrs Karen Bracken (Senior Leader)



**Parkfield Primary School
Harold Street, Middleton
Manchester, M24 4AF
0161 643 2592**

www.parkfieldprimary.com
office@parkfield.rochdale.sch.uk

Safeguarding Guide for School Visitors and Volunteers

April 2016

Keeping Yourself Safe

- Be professional. Be careful how you interact with a child, the child may interpret it differently.
- Avoid any physical contact with a child unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- It is best not to do anything for a child that he or she can do for himself or herself.
- Always tell someone if a child displays any inappropriate behaviour or speaks in an inappropriate way to you. Log down the incident, time and date and pass it to a member of the Safeguarding Team.
- Never make contact with any child via social networking sites.
- Never take photos of any child in or out of school on any personal devices, e.g. mobile phones.

If in doubt.....ask.

Lanyards –

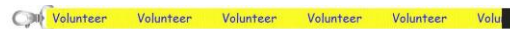
All staff in school wear Blue Lanyards with staff identity cards.



All visitors wear Yellow Lanyards with visitor passes.



All volunteers wear Yellow Lanyards with visitor passes.



It is important that you wear the correct lanyard so children in school can easily identify staff from visitors.

Information to assist you

- You may be challenged by staff, they may ask you who you are here to see, please do not be offended by this, they are only doing their job.
- The Fire Alarm is a long continuous siren. If you hear this sound, leave school by the nearest exit and make your way to the playground. Staff will need to account for you to ensure you are safe.

Thank you for taking the time to read this leaflet. This information will help keep you and our children safe.

If you have any queries or concerns please ask the office staff who will be happy to help.

Thank you for visiting our school.