



St Lawrence's CE Primary School

Visitor Guidelines

Welcome to St Lawrence's CE Primary School. Please take a moment to read our visitor guidelines and sign to say you have read and understood them. Following these guidelines plays an important part in safeguarding all our children at St Lawrence's CE Primary School.

Visitor identification:

All visitors must report to reception first and sign in the visitor's book. **NO** visitor is permitted to enter the school via any other entrance under any circumstances. Please wear your lanyard and visitor badge at **all** times, this helps children and staff know that you are an authorised visitor in school.

If you are working with or visiting a class or year group please work in those classrooms or work areas only. Consult with a member of the teaching staff if you need to visit other teaching and learning areas in school; this helps us know who and where our visitors are.

Concerns:

If you have any concerns about safeguarding or child protection during your visit to St Lawrence's CE Primary School please ask to speak to the Designated Safeguarding Leads, Mrs H Coles or Mrs T Nicholas-Brown. In their absence please speak to Miss Hammond who will deputise.

Confidentiality:

We respect the privacy of all children and adults in school. Please ensure that any comments or information about children are shared only with their class teacher, phase leaders or senior leaders. Use of mobile phones is NOT permitted in any teaching area, this includes the library, hall or playgrounds during school hours 8:40 am – 3:15 pm.

All adults visiting school are expected to:

- Treat everyone with respect.
- Behave in a professional manner.
- Provide an example of good conduct they wish others to follow.
- Be aware of physical contact with a child or young person that may be misinterpreted.

Security:

Please help us all ensure that our school building is safe for all users. We have one main entrance and exit door. Other than for outdoor activities all other outside doors should remain closed at all times. Please report any concerns you have to the class teacher you are working with or to the school office. Please do not open any doors from non-teaching adults.

First Aid:

If first aid is required by yourself or any person you are working with please go to the office where they will provide assistance.

Fire:

Please familiarise yourself with our evacuation procedures which are displayed in every classroom and the location of fire exits. In the unlikely event of a fire please proceed to the KS1 playground at the front of the school.

Using the staff room:

All visitors are welcome to use the staff room, where tea and coffee facilities are available. Please respect the confidentiality of children and adults at all times, as this is also a working space.

Potential Hazards:

Please inform your link staff member of any potential hazards or situation that you feel puts people at risk.

Signing out:

When you leave school please sign out and return your lanyard and visitor badge.

Thank you