



Information for Visitors

Signing In and Out

All visitors must sign in and out at the School Office. Professionals visiting our School will be asked for their ID Card.

Please ensure you notify Reception upon entry to the building if you or a member of your group will need assistance in the case of an emergency evacuation.

Safeguarding Children

Stanburn Primary School aims to keep all children and vulnerable adults safe.

The full Safeguarding and Child Protection policy is available on the school website.

Management of the Child Protection Policy:

If you witness an incident which raises a concern about the health and wellbeing of a child, please contact the designated senior members of staff as a matter of urgency. They will be responsible for taking any necessary action when abuse is seen or alleged. You will be required to contribute to reports giving details of concerns or disclosures of abuse.

Designated Child Protection Officers:

Miss K Patel (Assistant Head teacher) and Mrs S Raymond (Deputy Head)

Confidentiality:

Confidentiality must be maintained at all times, and concerns must not be discussed with friends or family.

All information relating to an allegation of abuse, the investigation of the allegation and any work carried out as part of a Child Protection Plan must remain confidential. Information about cases will only be shared with other relevant employees within the school or other agencies on a 'need to know' basis. No attempt should be made to get explanations from children or persons involved.

Health and Safety

Emergency Procedures:

Visitors will be notified if there is to be a planned fire drill.

There are several fire exits around our school, all of which are clearly marked with signs. Please read the fire exit information on display in the rooms in which you work.

Our Fire Assembly Point is Point B on the fields. If you are a professional visiting school to do one-to-one work with a child, please ensure that the child you are working with exits the building with you in the event of a fire and joins their class at the Fire Assembly Point. You must inform the class teacher.

When/if the Fire Alarm Sounds:

The fire alarm will ring continuously when any alarm sources are activated.

Evacuate the building using the nearest available exit as quickly and as calmly as possible.

- Do not return for documents or your belongings.
- Do not attempt to fight the fire.
- Assemble at the Fire Assembly Point.
- Do not return to the building unless instructed by a designated Fire Marshall.

The Visitors' Book will be used as a register in the event of a fire, to establish that all visitors are safely out of the building. Therefore, it is very important that you sign in/out every time you enter/leave the building. Class Teachers will escort their classes out of the building and carry out a head count and a roll call to ensure that all pupils are accounted for.

Car Parking

Only authorised staff members and visitors are able to use the school car park. To gain entry you need to use the intercom system which will connect you to the School Office.

If permission to park on site is granted please ensure you leave your registration number at the School Office when you sign in. Please also be aware that large delivery vans need access to the school car park, so please consider the size of the gap they will need when you are parking.

Parents, visitors and staff are not permitted to park outside on the zigzag lines or the pavement outside our school. The high number of children entering and exiting the school means that we need to manage parking carefully to ensure that it is safe.

Mobile Phones

The use of mobile phones is not permitted in the classrooms during the school day.

Smoking

Stanburn Primary School is a no smoking site. This includes the grounds as well as the building. Anyone found to be smoking on the school grounds will be asked to put out the cigarette, and if they do not do so they will be asked to leave the site.

Photographs

No photographs will be used outside of the school without gaining permission from the child's parents/guardians. Photographs will only be used on the school website with prior consent, and names will not be displayed with the photograph.

First Aid

Please notify Reception of any accidents or incidents. A First Aider will be called to perform any necessary checks/treatments.

Toilets

Toilets are located in the staffroom corridor.
Disabled Toilet located outside the Main Hall.