

Trinity St. Peter's CE Primary School



Visitors leaflet

Trinity St. Peter's Primary School gives the highest importance to the safeguarding and welfare of all children. The Governors and staff carry out their responsibilities efficiently, effectively and diligently to ensure that our school is a safe environment for children and families. This leaflet contains information about our expectations of you whilst visiting our school.

If you are concerned about the safety of any child in our school, you must report this to the Designated Safeguarding Lead: Mrs Louisa Martin (Deputy Headteacher) or in her absence; Mrs Sarah Bevin or Mrs Jo Molloy (Nursery teachers).

If you are concerned about the conduct of a member of staff or a volunteer in our school, you must contact the Headteacher – Mrs Deborah Pringle or in her absence, Mrs Louisa Martin.

Visitor Procedures

- All visitors must sign in at the school office.
- Share their up to date DBS with the school Office Manager
- All visitors will be issued with a lanyard/ID badge which must be worn at all times whilst on the site
- Visitors may be asked to remain under the supervision of a designated member of staff whilst on site
- Visitors must not use a smart phone or camera on site.
- Visitors must sign out at the school office and return their visitor pass before leaving the site

You will be informed if a planned Fire Evacuation Drill or Lockdown Drill is planned during your visit. In case of a fire, please follow the green emergency exit sign to the marked assembly point outside of the building. In case of Lockdown, remain with the class that you are with and follow procedures as directed.

Further safeguarding information and policies are displayed on the school's safeguarding board in the staffroom and meeting room.