



Visitor Guidance (inc. Contractors and Supply Staff)

Academic Year 2024.25

School Office

- The entry and exit point for all visitors will be the main school office in the Reception.
- The school office will be open from 8:00am-4:00pm.
- All visitors to the school office are asked to form an orderly queue.
- Please report to the Office Team the name of the member of staff you are meeting.
- Visitors should sign in at the office front desk via our electronic signing in system and you will be given a visitor's badge which must be visible to staff at all times.
- You will be asked to provide identification inc. DBS, unless you are a regular visitor and we have already seen your identification.
- If you are not recognised and your badge is not visible, you will be politely asked by staff to go with them to the main reception.
- Please dispose of your paper badge in the bin before exiting the premises.
- The school office is a **cashless environment**. Should you need to make a payment, the school office systems enable all payments to be made online with **Arbor**.
- Visitors must sign out at the office, at the end of their visit.
- Visitors (excl. Supply Staff) must stay with their host throughout their visit.

Safeguarding and Child Protection

If you have any concerns about a child whilst in the school, you should speak to one of the Safeguarding Leads. These are:

Fiona Keogh (Deputy Headteacher) – Designated Safeguarding Lead and
Nimesha Nagahawatte (Headteacher) - Deputy Designated Safeguarding Lead) and
Jackie Garner (Early Years Leader) – Deputy Designated Safeguarding Lead.

Should a child make a disclosure to you,

1. Please reassure the child.
2. Keep careful notes of what is said.
3. Explain to the child that you are duty-bound to share information with the DSL.
4. Complete a Safeguarding CONFIDENTIAL referral form.

5. Take the completed form to the DSL immediately.

School Day for Supply Teachers

	Drop-off time	Pick-up time	Entry/Exit Points
Nursery (Moonstone) Reception (Sunstone & Starstone)	8:45-9:00am	3:30pm	Enter through the large black gate, walk through the playground to the EYU garden.
Pearl Class	8:45-9:00am	3:30pm	Enter through the large black gate, walk across the playground to the door near the staircase in front of the EYU garden.
Year 1 (Emerald) Year 2 (Diamond)	8:45-9:00am	3:30pm	Enter through the large black gate and children walk through the bottom hall to their classroom; Exit through the gates at the side of the school.
Year 2 & 3 (Sapphire)	8:45-9:00am	3:30pm	Enter through the large black gate and children walk through the bottom hall to their classroom.
Year 3 & 4 (Jade) Year 3 & 4 (Jet)	8:45-9:00am	3:30pm	Enter through the large black gates and children go directly upstairs to the Middle Hall and to classrooms. At hometime, these classes will line up in the playground near the staircase by the office. Parents wait across the playground.
Year 5 (Turquoise) Years 5 & 6 (Opal) Year 6 (Amber)	8:45-9:00am	3:30pm	Enter through the large black gate and children go to the staircase by Early Years and walk upstairs to the Top Hall and to their classrooms. At hometime, these classes will line up in the playground near the staircase by Early Years. Parents wait across the playground

- It is the Class Teacher's/Supply Teachers' responsibility to ensure that every child is dismissed with the appropriate adult at the end of the day, although some Year 5 and 6 children have permission to leave unaccompanied. The Teaching Assistants who know the children and parents will support Supply Teachers with this. If you are in any doubt at all about who a child should leave with, please take advice from the Headteacher or Deputy Headteacher or the School Office.
- Please speak to the School Office before 9am if you wish to purchase a school meal.
- The school will provide you with a log in for the class computers/registers etc., where necessary.

Behaviour and Conduct

- We have a Behaviour and Relationships Policy which will be known by the additional adults in the classroom; please ask if you need further information.
- Use praise and Class Dojos for reward system.
- We do not draw sad faces with children's names underneath on the board.
- Children should not lose their entire playtime. Please refer to the schools' Behaviour and Relationships Policy / speak to a member of staff for more information.
- Do not intervene physically (or restrain) except in an emergency, where a child would be at risk of harm were you not to do so. Call for help if you are in difficulty.
- All adults in school are role models for children.
- Relationships between adults and children should be appropriate to their roles.
- We expect all children and adults in the school to be treated with respect.
- Professional boundaries must be maintained at all times.
- Visitors, like all staff, must not give out personal details and should never exchange emails or text messages or communicate with children via social media.
- Photographs should not be taken unless agreed in advance for professional purposes and with the authority of your school staff contact and parental consent received.

Movement around school

- Staff are required to ensure their classes move around the school in a calm and orderly manner.
- Classes need to keep on the left-hand side of staircases.
- A member of staff must always accompany classes to the cloakroom areas.

Lunchtimes

1. Classes must be brought to the middle floor hall for lunchtime (except Nursery, who eat early in the Early Years Unit).
2. For staff, there are 2 staff rooms on the middle floor, where there is a fridge, microwave and kettle.
3. Please speak to the School Office before 9am if you wish to purchase a school meal.

Hygiene

- Frequent hand hygiene applies to all adults as well as children.
- Hand sanitiser units are available at entry points and around the building.
- Staff will ensure that rooms are kept well-ventilated, by opening doors and windows.
- There is a designated toilet for visitors on the ground floor, near the main reception area, and the top floor. A member of the Office Team will unlock the toilet for visitors.

Contractors

- As much as is possible, contractors will be asked to work when children and staff are not on site – mornings, evenings and weekends. If this cannot be arranged, either children will be cleared from the area being worked in and/or the Premises Manager George will accompany the contractor.
- All areas with contractors completing works will be sealed off so staff and children can be located elsewhere.
- The Premises Manager, as always, will supervise all contractors.
- Only necessary contractors will be allowed on site, and approved/authorised by managers (G4S/SBM/ Headteacher), risk assessments must be sent by contractors and reviewed, and works/visits agreed/ authorised before the works/visits commence.

Use of Work Equipment

- Tools must not be left unattended, where they may be misused; their use should be carefully monitored, and appropriate safety precautions should be employed. We will not be responsible for any loss or damage to your work equipment.
- Entrances and exits must be kept clear and unobstructed. Visibility panels in doors must not be covered. Fire doors must not be propped open or locked during school time. Smoke alarms must not be covered.
- Flammable substances should not be used when children are in school. Their presence in the building should be cleared with the Premises Manager, who is responsible for ensuring that they are correctly stored.

Accidents

- Any contractor accidents must report to the Premises Manager and the appropriate paperwork must be completed.
- Should you require First Aid, there are qualified First Aiders on site (see posters around the school).
- All accidents will be recorded in the Office. The full AIR (Accident and Incident Report form) accident form must be completed if the accident leads to treatment in hospital.
- Serious accidents must be brought to the attention of the Headteacher or Deputy Headteacher, who will decide on further action, including the completion of any other reports.

First Aid

- The location of first aid boxes, travelling first aid kits and other supplementary equipment are available in each classroom, the ground floor First Aid Room and in the School Office.
- We have First Aiders located across the school; a list of names will be displayed in each room.
- If children have an accident, they will receive a first aid slip from the First Aider. If you are a Supply Teacher working in a class, please ensure this is taken home to the parent/carer at the end of the day.
- The School Kitchen keeps records of those pupils with known medical and life-threatening conditions and allergies. Supply Staff must make themselves aware of any conditions the pupils they teach may have. There is also an up-to-date list of pupils with medical conditions in each classroom and inclusion files.

Mobile Phones

- Visitors are reminded to have their mobile phone switched off or silenced while in school. The exception to this is in the case of any emergency where agreement has been sought from the host/SLT.

Smoking

- Smoking is not permitted on the school site.

Toilets

- You must use staff toilets either on the top floor or the wheelchair-accessible toilet on the ground floor.

Fire Safety Procedures

- If the fire alarm sounds, SLT/Office Staff or the Premises Manager will contact the emergency services and consult the alarm panel to find the source of the fire.
- Upon hearing the fire alarm, everybody will stop immediately whatever they are doing.
- Please exit the school building with your host to the nearest or safest fire exit point.
- Please make yourself familiar with the exit routes for the class you are working in (the fire evacuation procedure is displayed in every room throughout the school).
- Children will be required to walk in an orderly and quiet manner.
- The fire assembly point for the whole school is the **football pitch**.
- Supply Teachers should take their class straight to their allocated positions in the football pitch.
- Staff should ensure all doors and windows in the vacated area are closed.
- No child or adult should go back into the school.
- Registers will be given to the relevant Class Teacher to take a roll call. Notify SLT of any missing children or adults.
- Registers must be handed back/verbally notified to the school Office Staff.
- Until the '**all clear**' is given, no member of staff or any child can re-enter the building.

Staffing

- The Headteacher and Deputy Headteacher will be on-site every day.
- The School Business Manager will be on-site everyday.
- There will be a Designated Safeguarding Lead and/or Deputy Designated Safeguarding Lead on-site every day. If you have any concerns about a child whilst in the school, you should speak to the Designated Safeguarding Lead or Deputy.
- There will be First Aiders on-site every day.

Parking

- The school has no parking facilities during term time.
- During school holidays, contractors may park in the school's playground, however you must inform the Premises Manager of this in advance. Any vehicles parked on-site are left at your own risk. The school will not take responsibility for any damage or stolen items whilst you are parked on site.