

Thurlstone Primary School

"Keeping children safe is EVERYONE'S responsibility." **Grow Together • Learn Together • Feel Loved**

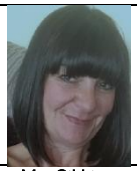
Visitor Information- Safeguarding and Code of Conduct

Welcome to Thurlstone Primary School

We are proud of our school and our community. We want every child to feel safe, happy and cared for, and we ask everyone who visits our school to help us achieve this.

Please take a few minutes to read this information before your visit. By following our guidance, you will help us maintain a safe, respectful and welcoming environment for everyone.

Meet our safeguarding team

			
Mrs Gibbins Executive Headteacher Designated Safeguarding Lead (DSL)	**Mrs Wise** Head of School Designated Safeguarding Lead (DSL)	**Mr Peace** Deputy Designated Safeguarding Lead (DDSL)	**Dr Shaw** Chair of Governors Safeguarding Governor

If you see or hear anything that causes you concern about the safety or welfare of a child, please report it to a member of the safeguarding team immediately.
If you have a concern about the conduct of a member of staff, report it to the Executive Headteacher or the Head of School. If your concern relates to the Executive Headteacher or Head of School, follow the school's safeguarding procedures for reporting concerns to the Chair of Governors.

If in doubt, report it. Safeguarding is everyone's responsibility.

Expectations for all visitors

Everyone visiting Thurlstone Primary School must:

- **Sign in and out** at the school office and wear the visitor identification provided.
- Make yourself known to a member of staff and explain the purpose of your visit.
- Follow the instructions given by school staff and remain in the areas agreed for your visit.
- Read and follow the school's safeguarding and health and safety guidance relevant to your visit.
- Make yourself aware of the nearest fire exit and what to do if the fire alarm sounds.
- Treat children, staff and families with kindness, dignity and respect.
- Maintain appropriate professional boundaries with children at all times.
- Respect confidentiality and only share information with the appropriate school staff.
- Report any safeguarding concern immediately to the DSL or DDSL.
- Report any accident, injury or health and safety concern to the member of staff responsible for your visit.

Mobile phones, photographs and recording

- Do not use your personal mobile phone around children.
- Do not photograph or video children using a personal device unless specifically authorised by the school.
- Do not make audio or video recordings on the school site unless specifically authorised by the school.
- Do not contact pupils using personal devices or personal communication accounts.
- Follow the school's instructions about the use of electronic devices.

If a child shares a worry with you

If a child tells you something that causes concern:

- Listen calmly and take what they say seriously.
- Reassure them that they have done the right thing by telling you.
- Do not promise to keep the information secret.
- Do not ask leading questions or investigate the concern yourself.
- Report the concern to the DSL or DDSL immediately.
- Follow the school's instructions about recording the concern. School staff will record safeguarding information on CPOMS in accordance with school procedures.

Do not assume that someone else will report the concern or that it is too minor to share.

If you are working directly with children

In addition to the expectations above, you must:

- Ensure the appropriate safeguarding checks and supervision arrangements have been confirmed for your role before working with children.
- Follow the instructions of the member of staff responsible for your visit.
- Familiarise yourself with the relevant safeguarding procedures and behaviour expectations.
- Follow any individual pupil support, medical, dietary or risk-management arrangements relevant to your role.
- Not place yourself in a situation where you are alone with a child in a private space unless this has been authorised and appropriate safeguarding arrangements are in place.
- Maintain professional boundaries and seek advice from the DSL or DDSL if you are unsure how to respond to a concern.

Visitors who have not undergone the safeguarding checks required for their role must be appropriately supervised where necessary to manage safeguarding risk.

If you are a contractor or carrying out site work

In addition to the expectations above for all visitors, you must:

- Report to the school office before entering the school site or beginning work.
- Provide identification and details of any required safeguarding checks when requested.
- Liaise with the member of staff responsible for your visit and follow the school's arrangements for access and supervision.
- Agree any necessary health and safety arrangements before work begins.
- Keep tools, equipment, materials and hazardous substances secure and out of children's reach.
- Not enter classrooms or areas where children are present unless this has been agreed with the school.
- Report any accident, damage or health and safety concern immediately.
- Leave your work area safe and tidy when you finish.

Health, safety and emergency arrangements

Please make sure you know who is responsible for your visit and how to contact them if you need assistance.

- Fire or emergency: Follow staff instructions and the school's evacuation procedures.
- Accidents or injuries: Report these to the member of staff responsible for your visit immediately.
- First aid: Ask a member of staff for assistance.
- Safeguarding concerns: Contact Mrs Gibbins, Mrs Wise or Mr Peace immediately.

Our expectations

We expect all visitors to behave professionally, dress appropriately for their role and treat everyone in our school community with respect.
Visitors must follow the school's safeguarding, confidentiality, health and safety and conduct requirements throughout their visit.

Please note that Thurlstone Primary School is a non-smoking and non-vaping site. Dogs are not permitted on site, except assistance dogs