

## Welcome

- We welcome visitors to our school. We will act to ensure it remains a safe place for pupils, staff and all other members of our community.
- If you have concerns we will always listen to them and seek to address them.
- Please be aware, however, that abusive, threatening or violent behaviour will not be tolerated in this school.
- Visitors behaving in this way are likely to be removed from the premises and prosecuted.

## Sign in

- All visitors will be asked to sign in on arrival, read and understand the school's safeguarding policy and this leaflet.
- Any outside agency (e.g. educational psychologist, speech therapist) will be requested to show their identity badge on entrance to the school.
- Any adults without a badge will be challenged by a member of school staff.
- All staff, regular visitors and volunteers are subject to Disclosure and Barring Service certificates. This is to help ensure that unsuitable people are prevented from working with children. Advice about DBS certificates is available from the school office.

## Worried about a child?

- Safeguarding is everyone's responsibility. The school is committed to safeguarding and promoting the welfare of children and expects all staff, governors and volunteers to share this commitment.
- Please do not leave the school without having spoken to someone if you have concerns about a child.
- If you have any concerns that:
  - a child has been harmed,
  - is at risk of being harmed,
  - or you receive a disclosure,
- Please report these concerns to the class teacher, who if they feel is appropriate, or the School Office as soon as possible who will pass the information onto one of the school's Designated Safeguarding Leads.

## **Code of Conduct**

**Health & Safety** – Your safety and well-being during your visit are important to us. As a visitor you have a legal duty of care for the Health & Safety of yourself and others.

**Classrooms** – Do not enter classrooms unless escorted by a member of staff or by prior arrangement.

**Accidents** – Any illness, injury or accident must be reported to the school office.

**Smoking** – It is against the law to smoke on school premises.

**Property or vehicle** – The school accepts no responsibility for any loss or damage to visitor's property or vehicles.

**Mobile phone use** – Use of mobile phones in any areas where there are children is not permitted. Phones must be kept in the staff room or School Office.

**Safeguard yourself** - Treat all children equally; never build a 'special relationship' or favour a particular child over others. Ensure that when working with children that a door is left open, or that you can be visible to others

**Photography** - Do not photograph children unless asked to by the class teacher and only using the school's camera/ipad/tablet. This advice also applies to trips, visits or sporting activity.

## Emergencies

### Fire

- If you come across a fire operate the nearest fire alarm and leave the building at the nearest exit
- **If the fire alarm sounds (a continuous bell)**, leave the building by the nearest exit with your host and proceed to the designated assembly point.
- The designated fire assembly point is the playground.
- Do not stop to collect personal belongings.
- Do not enter the building until you are told it is safe to do so.

### Lock Down

- **If you hear 5 short bells this is a “Partial Lockdown”**. Stay indoors, if outside, make your way inside.
- **A further 5 bells is a “Full Lockdown”**. Barricade yourself in, close the blinds and get everyone under tables.
- An announcement on phones /walkie-talkies will confirm.
- 3 long bells will indicate an all clear.

### First Aid

- When a child is poorly or has suffered an accident in school or the playground please inform the class teacher, teachers assistant, school office or the playtime first aider.
- Medicines (Epipens and inhalers) are kept in the school office first aid room.

## Designated Safeguarding Leads



Mrs A. Day

**Designated Safeguarding Lead**

Deputy headteacher

Email: Deputy@wallacefields-jun.surrey.sch.uk



Mrs K. Elliot

**Designated Safeguarding Lead**

Special Educational Needs and Disabilities Co-ordinator

Email: SENDCO@wallacefields-jun.surrey.sch.uk



Mr S. Lee

**Designated Safeguarding Lead**

Headteacher

Email: Head@wallacefields-jun.surrey.sch.uk



Mrs D. Bruen

**Deputy Designated**

**Safeguarding Lead**

Higher Level TA, Librarian & ELSA

Email: DBruen@wallacefields-jun.surrey.sch.uk

# Wallace Fields Junior School



## Safeguarding Procedures for Visitors 2021 - 2022

### Safeguarding children statement

**“At Wallace Fields Junior School the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. Wallace Fields Junior School, therefore, has to ensure that this expectation is met every day.”**