

This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to Ms Cath Astley or Mr Nick Locke who will be able to help you. Please keep the leaflet in a safe place so that you can read it again if you need to.

If you are concerned about the safety of any child in our school, you must report this to one of the named safeguarding leaders on the reverse of this leaflet.

If you are concerned about the conduct of a member of staff or visitor, you must also report this to one of the named contacts.

Visitor Procedures

All visitors **must** sign in at Main Reception

- All visitors will be issued with an appropriate pass which must be displayed at all times whilst on the site
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site
- Visitors wishing to speak to a particular member of staff should make an appointment when possible, to avoid disappointment
- All visitors **must** sign out at the Main Reception and return their pass before leaving the site

Important Contacts

Designated Safeguarding Leader (DSL):

Ms Cath Astley

(Head of school)

Deputy Designated Safeguarding Leader (Deputy DSL):

Mr Nick Locke

Mr Ben Caldicott

(Executive Head)

Governor with Safeguarding responsibility:

Rev Penny Littlewood

Mrs Ginn Downes



School Visitor Safeguarding Guide