



# VISITORS BRIEFING DOCUMENT

Please read in conjunction with our Covid-19 Visitor guidelines

**Welcome to St James' CofE Primary School. We are committed to safeguarding and promoting the welfare of children.**

**We expect all staff, volunteers and visitors to share this commitment. This leaflet will help keep you safe from any misunderstanding or misconceptions whilst you are on site.**

All visitors must complete all signing in procedures on arrival and when you leave at the front reception area of school. A visitors label will be issued which should be displayed visibly on your clothing at all times.

If you hear the fire alarm, make your way to the nearest exit and proceed to the designated assembly point which is in the school playground.

As a visitor you have a legal duty of care for the Health & Safety of yourself and others – ensure you follow all guidelines.

Be aware that verbal interaction with children can be misinterpreted; therefore please confine yourself to the purpose of the visit.

If you have any cause for concern that a child has been harmed or at risk of harm, or you receive a disclosure, please contact the school office immediately and ask to speak to a member of staff with responsibility for child protection (Rob Andrew and Claire Horridge-Baron).

Please do not:

- ✘ Give any child personal information, such as phone numbers and email addresses.
- ✘ Involve yourself in issues relating to behaviour.
- ✘ Under any circumstances arrange to make contact outside of school, with any child who you have met with during your visit.
- ✘ Engage in any form of social media (twitter, facebook) whilst on the premises.
- ✘ Take, with a phone or camera, any images of children.
- ✘ Enter classrooms unless escorted by a member of staff or by prior arrangement.

The use of **Mobile Phones** is strictly prohibited at all times.

It is against the law to smoke on school premises.

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.

The school accepts no responsibility for any loss or damage to visitors' property or vehicle. Thank you for your co-operation and for making our school a safe environment.

