



Welcome to Holt VC Primary School



We hope that your visit will be enjoyable, informative and safe. Please read the information below to help us ensure the safety and welfare of everybody at our school. If you have any questions after reading this, please ask a member of staff to help you.

Security

All visitors coming in to the school must report to reception.

As a visitor you will be asked to sign in and be issued with a sticker that must be worn prominently so that staff and children can see you are a visitor. Dependent on circumstances, if you are working with children you will also be asked to produce your DBS certificate and/or other forms of identification. If your organisation provides you with a clearly definable badge we may decide that this is adequate and a visitor sticker will not be issued. Please make sure you wear your badge and that it is clearly visible to staff and children.

Fire & Evacuation

The alarm is a continuous bell. You must leave the building by the nearest exit.

Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the administration staff.

The assembly point is on the playground.

Do not take any personal risks.

Safeguarding

Designated Safeguarding Lead: Mrs Jo Hodge (Deputy Headteacher)

Please do not use your mobile phone in the presence of children

What do I do if I am worried about a child?

If you become concerned about:

Something a child says; marks or bruising on a child; changes in a child's behaviour or demeanour, you must inform the Designated Safeguarding Lead.

If you feel that a child may be at risk of harm but are not sure then inform the Designated Safeguarding Lead immediately who will offer advice and take appropriate action.

Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.

A copy of the school's safeguarding policy can be obtained from the school office.

What do I do if a child discloses they are being harmed?

React calmly and listen carefully to the child, particularly what is said spontaneously. Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety. Reassure the child that they have done the right thing. Record carefully what the child says in their words including how and when the account was given. Date, time and sign the record. Pass this on to the Designated Safeguarding Lead immediately.

Staff Conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure, please inform the Head Teacher, Mrs Harnden, immediately. In her absence, immediately inform the Deputy Head teacher, Mrs Hodge.