Upton Noble C of E VC Primary School Visitors' Information

Please read and comply with this guidance which is intended to ensure your health and safety, and that of our children and staff, whilst at Upton Noble C of E VC Primary School.

If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.

Security

All visitors must report to the reception. You will be asked to sign in and be issued with a badge which must be worn prominently so that staff and pupils can see you are a visitor. Depending on the circumstances you may also be asked to show identification and your DBS certificate.

If you are a regular visitor to the school you will need to sign in on each occasion. When you leave the site please ensure that you sign out and return your badge.

Fire and Evacuation

If you hear the continuous sound of the alarm please immediately leave the building by the nearest exit and assemble in the designated playground area.

Accidents

In the event of an accident to an adult or child, please inform a member of staff immediately. Key members of staff are first aid trained and all accidents must be reported.

Child Protection

If you see or hear something that concerns you regarding a child at our school then please contact our Designated Safeguarding Lead Mrs Emma-Louise House, or one of our Deputy Safeguarding Leads: Mrs Sally Curtis or Mrs Rachael Bisset, via the main office.

Do not discuss your concerns with the child and do not carry out an investigation.

Do not initiate verbal or physical contact with children unless it is appropriate and part of the agreed reason for your visit.

Further details can be obtained from the school office or via the school website on the Safeguarding page.

Mobile Phones/Photographs

Personal mobile devices should not be used in school and must be kept out of sight. Ensure Bluetooth connections are always turned off. Before taking any photographs, permission must be sought from either the Head or a teacher.

Smoking

Upton Noble Primary School is a non-smoking school – this includes e-cigarettes. Please do not smoke anywhere on the school site.

Thank you for helping to keep Upton Noble C of E VC Primary School safe