

# Barton Clough Primary School



**Barton Clough  
Primary School**

BRIGHT FUTURES EDUCATIONAL TRUST

## **SAFEGUARDING AND SAFETY INFORMATION FOR VISITORS**

## Safety Information for Visitors

Welcome to our school. We hope that your visit will be enjoyable, informative and safe.

Please help us by reading and complying with the guidance contained in this leaflet, which is intended to ensure your health and safety whilst at Barton Clough School, and ensure you can fulfil your responsibilities in safeguarding our children. If you have any questions after reading this, please do not hesitate to ask a member of staff who will be happy to help you.

## Security

All visitors and contractors coming in to the school must report to Reception, and sign in.

As a visitor you will be asked to sign in and be issued with a badge that must be worn prominently so that staff and students can see you are a visitor. You will be given a lanyard. This must be worn at all times. A green lanyard means we have seen evidence of relevant vetting and safeguarding checks (including identification and DBS, where relevant) for you to be unsupervised around the children. A red lanyard means we have not seen this evidence, and you must therefore be accompanied **at all times** by a member of Barton Clough staff. You will be challenged, by all members of our community (including children and parents) if this is not the case.

Thank you for your understanding and cooperation in this important matter.

If you have an identity badge and lanyard from your place of work, please ensure that you also bring, present and wear this during your visit to further support our safeguarding procedures. We have an additional process for regular visitors, that will be explained to you, if you meet these criteria. If you have any questions about our Visitor Procedures, please speak to a member of the Office Staff, Safeguarding Team or SLT, who will be happy to help.

Before leaving the premises or school building you **must** sign out and speak with a member of the Office Staff in person. They will collect your lanyard from you, ask for feedback from your visit and check if you need to share or report any concerns or issues. If a member of the Office Staff is not available, please speak with a member of Barton Clough staff, who can find a Senior Leader for you.

## Fire & Evacuation

- Your host will explain what to do in the case of emergencies and fire alarms.

- The alarm is a continuous bell. You must leave the building by the nearest exit, in a safe and calm manner.
- 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 at the front of the school, on the large grass field, near the blue fence or on the playground at the furthest point away from the school building. Please ask your host to guide you to the nearest fire assembly point.
- Do not take any personal risks.
- You must not re-enter the building until told it is safe to do so.
- Do not stop to collect any personal belongings on your way out.
- If you have any questions or concerns, please speak with a member of the Office Staff or ask to see a member of the Senior Leadership Team.

## **First Aid**

If you need first aid or feel unwell please go to the Office, immediately, where you will be seen by our first aider or where professional help will be called for.

## **Health & Safety**

Everyone is responsible for ensuring they follow health and safety guidelines within school, to promote the safety and welfare of all our children, staff, families and visitors.

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site.

As a visitor to our school it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

## **Smoking**

Barton Clough School operates a no smoking policy. Please do not smoke anywhere on the school site.

## **Mobile Phones**

Personal Mobile Phones **must not** be used around children in school. If you need to make a phone call, or check your phone, please inform a member of staff who will find an appropriate space for you to do this. Phones should be on silent and out of sight at all times.

## **General information**

You will be shown where the toilets are. There are designated toilets for children and adults, please ensure you only use the correct ones. Adult toilets are in the corridor leading from the main entrance down to the hall. This is also where you will find the Staff Room. No mugs are to be removed from the Staff Room, at any time. Safety mugs must be used around school. Not hot drinks are to be consumed while you are supervising or working with children. Water is available in all classrooms for all members of our school community.

We have a clear behaviour policy in school, this outlines expectations for pupils, staff and parents. We also have a clear Staff Code of Conduct. Please ask to see these documents if you are unsure or will be working with our children.

## **Safeguarding Guidance for Visitors to the School**

Safeguarding is the responsibility of everyone. This includes staff, visitors, volunteers, parents and children.

Adults visiting or working on the school site play an important part in the life of the school. You play an important part in keeping everyone, particularly our children, safe. Whilst working at, or visiting, the school community you must follow the guidelines outlined below:

- Do not initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit.
- Do not give any personal information to students, such as your mobile phone number, address or online information.
- Do not provide students with your personal email address, and only provide your professional work email if it is necessary as part of the reason for your visit. This must have been agreed with a member of the Senior Leadership or Safeguarding Team beforehand.
- Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites, or online, at any time.
- If you have any concerns that a student may be at risk of harm, report it immediately to the Designated Safeguarding Lead (Simon Beswick), or in her absence, the Deputy Designated Safeguarding Lead, (Jen Gribbon Jessica Bennion or Charlotte Higgins). Photographs of these Staff members can be found on posters which are displayed prominently around school. Their Offices are also clearly labelled. This must be done immediately. You must also provide them with a written record of

your concern using the 'Barton Clough Recording Form for Safeguarding Incidents'. These are available from the Main Office, as part of the Safeguarding Display in the Main Entrance Area and online via our School Website. If you are in any doubt, please contact the main office where a member of staff will be happy to help you. Do not discuss your concerns with the student, and do not carry out an investigation.

- If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the Designated Safeguarding Lead (Simon Beswick) of your concerns immediately, or another member of the Safeguarding Team.

For further guidance, please see the following policies:

- Safeguarding Policy
- Child Protection Policy

These, along with all other school policies, are available in hard copy from the main office and online via the school website:

[www.bartonclough.trafford.sch.uk/about-us/school-policies](http://www.bartonclough.trafford.sch.uk/about-us/school-policies)

Anyone can contact the Multi Agency Referral and Assessment Team for further information or advice regarding Safeguarding: 0161 912 5125

Thank you for helping to keep Barton Clough School safe.

**What to do if you have concerns about a child**

