

Visitors Safeguarding Briefing



Welcome to The Coombes CE Primary School

Safeguarding in our school

The safety and wellbeing of every child is our highest priority. We are committed to maintaining a strong culture of safeguarding and expect all visitors to support this commitment by following our safeguarding procedures, staff instructions and visitor policies at all times whilst on site.

Thank you for helping us provide a safe and secure environment for all children.

Visitor Protocols

At **all times**, visitors must:

- Sign In at the Main Reception
- Wear your allocated lanyard so it is visible and remain accompanied by a member of staff unless otherwise authorised
- Ensure mobile phones are not used on site, but if use is essential to your visit, inform Reception staff who will indicate appropriate designated areas away from children
- Use designated staff toilets only
- Maintain high standards of interactions with pupils and staff
- Adhere to our Visitor Code of Conduct



Please also note:

- Visitors must not take photographs, videos or audio recordings of pupils or staff unless authorised by the Headteacher
- Smoking, vaping and the use of e-cigarettes are prohibited anywhere on school-site

Safeguarding Policy and Keeping Children Safe in Education (KCSIE)

All visitors are expected to conduct themselves in a manner that promotes the safety, welfare and dignity of all children.

Visitors must maintain appropriate professional boundaries and comply with all safeguarding and site procedures, as per our policy. A copy of the Safeguarding Policy and Keeping Children Safe in Education (Part One) can be found in the staff rooms of both school buildings or on request from the school office.

Reporting Concerns

All concerns should be reported immediately to a member of the Safeguarding Team. Posters of the team can be found routinely around the school.

The Safeguarding Team are:

DSLs- Mr Luke Henderson (Headteacher) and Mrs Kathryn Foster (Deputy Headteacher)

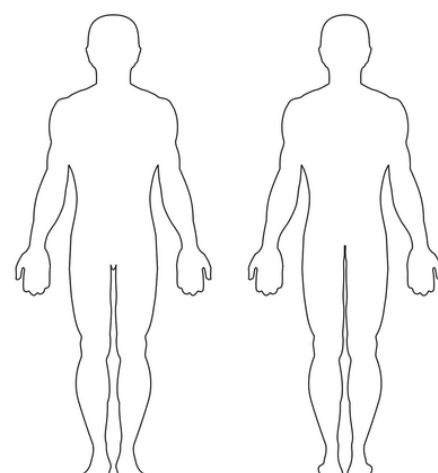
DDSLs- Mrs Emily West (KS2), Miss Elina Michael (KS1) and Miss Lucy Stokes (EYFS)

Visitors are expected to report any safeguarding concerns that they observe whilst on site.

If a child makes a disclosure to you, listen carefully, do not promise confidentiality and report the concern immediately by speaking directly to a Designated Safeguarding Lead (DSL) or by completing the incident/concern form on the reverse of this sheet.

Safeguarding Concern Form- The Coombes CE Primary School



Name of Child	
Date of incident	
Time of Incident	
Name of person reporting concern	
Incident Recording	
Please record the events of the incident (continue on a separate page if required):	Please use the body map as required 
Linked students	
Signed	

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Additional supporting documents (e.g. notes) are attached

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Have you discussed this concern or incident with a DSL?

DSL only- indicate time/ date of receipt and uploaded to CPOMS

Date:

Received by:

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