



Information for Visitors

Welcome to Mossley CE Primary School

We are committed to safeguarding and promoting the welfare of children. As such we expect all staff, volunteers and visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting Mossley CE Primary School. It gives information about our Safeguarding and Emergency Procedures. Please read this leaflet before signing in. If you require a copy please ask the office.

All staff and visitors alike have a responsibility for safeguarding our pupils. To ensure this we ask the following:

- All visitors must **sign in** at Reception on arrival.
- Visitors will be issued with a badge that must be worn and visible at all times.
- Visitors should remain in Reception until under the supervision of a designated member of staff.
- Mobile phones ARE NOT to be used on the school site (if you do need to make a call please do so in the staff room or school office).
- Photographs ARE NOT to be taken unless by prior agreement.
- When working with a pupil (s) ensure you are visible to others.
- All visitors must **sign out** at Reception.

Our regular volunteers, staff and governors have a valid DBS check and wear an identity badge.

Safeguarding Children Our Safeguarding Team

Our Designated Safeguarding Lead: Mrs Sue Whitfield (Headteacher)

Deputy Safeguarding Lead : Mrs Helen Harrison (Deputy Headteacher)

If you have a concern about a child please pass this on to the child's class teacher, who will follow our safeguarding procedures. Alternatively speak to one of our designated safeguarding officers.

If a child says something to you that you think could be a safeguarding concern, act as above, and if possible write down what was said immediately. Listen to the child, do not question them or promise that it will remain confidential between the two of you.

Always share your concerns with staff, no matter how small they may appear, don't keep them to yourself.

REMEMBER... if in doubt...ask.

Fire/Emergency Procedures

Any person discovering a fire must:

Operate the nearest fire alarm (the fire service will be called immediately)

On hearing the fire signal

When in the classroom the order to evacuate will be given by the teacher, who will indicate the route to be followed.

When not in the class form a single file line and leave via the most direct route (all fire exits are clearly marked)

Act calmly and quietly, do not stop to collect personal belongings.

Visitors will be accounted for by a member of the office staff.

Do re-enter the building until told to do so.

First Aid

Our First Aid Team

Mrs Helen Harrison- General

Mrs Mel Schofield- Paediatric

Mrs Lindsay Swift - Paediatric

Miss Sarah Faulkner- General

Mrs Kirsty Fox- Paediatric

If a child or adult requires first aid assistance when in school please contact one of the first aid team.