



## Visitor Procedures

### All visitors:

- Must sign in at the main reception
- Will be given a visitor badge.
- Will give their Disclosure and Barring Service (DBS) information checked or will be asked to remain under the supervision of a designated member of staff whilst on site
- Must sign out in the Main Reception before leaving the site.

## E-Safety

**Mobile Phones:** To protect our children we ask that you do not have your phone out or use it during your time in the school building. If this is an issue, please discuss with your designated member of staff at the start of your visit.

**Photographs/Videos:** Under no circumstances should you take photographs whilst at our school.

## The Safeguarding Team

### Designated Safeguarding Lead:



**Ms Cattle**  
Headteacher

### Deputy Safeguarding Lead:



**Ms Whiffin**  
Deputy Headteacher

## Village Infants School

**Phone:** 0208 270 6589  
**Email:** [office@village.bardaglea.org.uk](mailto:office@village.bardaglea.org.uk)  
**Website:** [www.villageinfants.com](http://www.villageinfants.com)

**Headteacher:** Ms Cattle

## Village Infants School

# Safeguarding Information for Visitors

‘Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children’  
(Keeping Children Safe in Education, September 2023)

Village Infants School is fully committed to ensuring that children are protected from harm. Our aim is to safeguard and promote our pupils welfare, safety and health by fostering an honest, open, caring and supporting climate. The pupils’ welfare is of paramount importance.

## What to do if you are worried about something you see or hear whilst in school

Please share your concerns with the designated member of staff who is accompanying you

**OR**

Ask to speak to one of the Designated Safeguarding Leads (DSLs)

## What will happen next?

You will be asked to write your concerns and sign this statement.

**OR**

You can dictate your concerns to the member of staff and sign the statement

**THEN:**

The Designated Safeguarding Leads (DSLs) will discuss your concerns and deal with them in accordance with our Safeguarding Policy. (Available on our website or in Reception on request).

## Visitor Code of Conduct

- Treat everyone with respect.
- Avoid physical contact with children unless you are preventing them from harming themselves.
- Do not do anything for the children that they are able to do for themselves.
- Tell a member of staff if a child touches you inappropriately or speaks to you inappropriately

## If you are concerned about the staff conduct of a member of staff during your visit:

Immediately inform the Headteacher.

**OR**

If the Headteacher is not available, or your concern is about the Headteacher's conduct, ask to speak to the Deputy Headteacher (Ms Cattle) immediately.

## Health and Safety

### **Fire:**

In the event of a fire alarm, please use the nearest fire exit and make yourself known to a member of staff.

### **Accidents and Illness:**

All accidents, regardless of severity, need to be reported to a First Aider and should be logged in the accident book.

If you feel ill, and feel you need support, Please ask any member of staff to alert a First Aider who will assist you.



If you need a comfort break during your visit a member of staff will direct you to the nearest adult facilities.

## Pupil Behaviour

We are very proud of the excellent behaviour of the vast majority of our pupils. However, it is possible that during your visit you may observe a pupil struggling to manage their behaviour independently. We would like to reassure you that our staff are trained to deal with these situations safely and in accordance with the child's best interest. Please do not interfere or try to assist.