



Safeguarding Leaflet for Visitors, Volunteers and Students

**The Designated Safeguarding Lead is
Mrs Ruane**

St Mary's RC Primary School

Other designated safeguarding staff:

Miss Divya Gorasia Acting Assistant
Headteacher (DDSL)

Mrs Heyes Assistant Headteacher (DDSL)

**Whitelees Road
Littleborough
OL15 8DU**

Or speak to any member of staff for advice

(01706) 378032



Welcome

St Mary's RC Primary School welcomes all our visitors and hope that you feel welcome and that your needs are properly met. Whether you are a regular visitor at our school or this is your first time visiting us, this leaflet will help keep you safe whilst you are with us.

Signing in

All visitors must sign in at reception on arrival and sign out on departure. You will be issued with a visitors badge which must be worn at all times., the colour of your lanyard will depend on your DBS status– Green for those validated, Red for those we have not validated. If you have any special requirements or if you will require assistance in the case of an evacuation please inform the school office who will arrange a visitor evacuation plan.

Dependant on the reason for your visit you may be asked for your ID, DBS certificate and or Letter of Assurance from your company.

Evacuation

If the fire alarm sounds whilst you are in school please leave the building using the nearest exit and make your way to the fire assembly point on the playground on the side of the school where a visitor register will be taken. Staff who you are with during your visit will assist, please ensure you follow their instructions. Please familiarise yourself with the Visitors policy displayed in reception which details both the fire alarm and the invacuation alarm.

Safeguarding

Child protection is paramount and must always be put first. Any concerns regarding the safety or well-being of our children should be discussed with a member of staff immediately. Or with the named DSL on the front of this leaflet

If you need any help at all during your visit to the school please see the member of staff you are linked to in the first instance or any member of the school office team. Whatever the reason for your visit, our aim is to ensure you are properly looked after during your visit and welcome any feedback you have.



Housekeeping Information

Mobile Phones

We ask that visitors to the school do not use mobile phones in areas where children may be present such as classrooms, teaching spaces, corridors or on the playground.

Staff Room & Toilets

The staff room and staff toilets are located near the office area. If you need any help finding these please ask a member of staff.

First Aid

The school office can help with any immediate first aid required. There is also a full list of first aiders located around school Should you require first aid treatment during your visit to the school please contact the school office immediately. Lead first aiders are:

Miss L Smith - EYFS	Mrs M Ramplin - Office
Ms S King - Office	Mrs M Collins - Yr 5
Miss R Matthews - KS1 & KS2	Miss J Bain - EYFS
Mrs R Whittaker - Yr 6	Miss R Carnally - Yr 2
Miss S Holt - LTO	Mrs K Febrianty - LTO
Miss T Jones - LTO	Mrs J Heyes (also Mental Health Lead) - Assitstant Headteacher

Health & Safety

If you have any concerns regarding Health & Safety please report these to the School Business Manager, Shelley King at the school office.

School Day

The start of the school day is 8.45am. Break times are between 10.30am and 11.00am and lunchtimes are staggered between 11.45am-1.15pm. The school day finishes at 3.15pm.