

VISITOR PROTOCOL

All visitors are required to sign in and out at reception and show authorised ID to the receptionist.

Visitors must wear the ID sticker at all times and familiarise themselves with the contents of this leaflet.

Everything we do at Stafford Leys is intended to ensure we work together in the best interest of the school and its pupils.

Our policies and procedures are available on our website:
www.staffordleys.com



STAFFORD LEYS COMMUNITY PRIMARY SCHOOL
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www.staffordleys.com



Stafford Leys
Primary School

Safety & Safeguarding information for Visitors



MR KITCHEN

Head Teacher
Designated
Safeguarding Lead



MRS HAMMOND

Chair of
Governors
Safeguarding
Link Governor



MISS BIGNELL

Deputy
Head
Deputy DSL



MRS HARDY

Deputy
Head
Deputy DSL



MRS STUART

Deputy
Head
Deputy DSL

WELCOME TO STAFFORD LEYS PRIMARY SCHOOL

At Stafford Leys we aim to ensure that we get the best from our pupils and staff at all times. We would like to welcome you to the school and share with you how you can help us to keep our pupils safe and help maintain the positive learning environment we believe is essential for success.

An important aspect of our ethos is ensuring that our pupils feel safe and secure at school at all times. We hope this leaflet will provide you with useful advice when visiting us.

What are my responsibilities?

All of those who come into contact with pupils through paid or voluntary work are responsible for their own actions and behaviour. We all have a duty to safeguard and promote the welfare of the pupils. Visitors should act promptly if they witness any incident which could raise a concern. All incidents must be reported to a member of the Safeguarding Team named on this leaflet.

Fire and Evacuation

- The alarm is a continuous bell
- You must leave the building by the nearest fire exit
- Do not take any personal risks
- You must not re-enter the building until told it is safe to do so
- Our assembly point is located on the Keystage 2 Playground

What should I do if a child makes a disclosure to me?

If a child says something to you which you think involves a concern about their safety or protection, please take the following steps:

- **Listen**
- **Do not promise confidentiality**
- **Report immediately to one of the Designated Safeguarding Leads**
- **Record the details of what they said**

What should I do if I'm worried about a pupil?

If when working with a pupil you become concerned about:

- **Comments made by the pupil**
- **Marks or bruising on the pupil**
- **Changes in the pupil's behaviour or demeanour**

Please report these concerns to a member of the Safeguarding Team named on this leaflet and displayed on the safeguarding poster in main reception.

First Aid

If required, please contact the school office to call for a first aider. All accidents on school premises must be reported to the school office.

How do I assure my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. Do not photograph pupils without permission, exchange emails or text messages, contact pupils on social media or give out your own personal details.