

VISITOR PROTOCOL

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

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

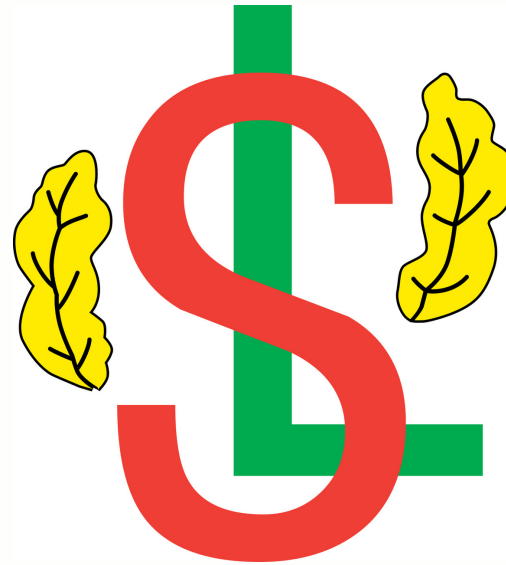
First Aid

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.

Fire & Evacuation

- The fire 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



contact

Stafford Leys Primary School

Stafford Leys

Leicester Forest East Leicester

LE3 3LJ

0116 2392482

office@staffordleys.bepschools.org

Staffordleys.bepschools.org

Safety & Safeguarding Information for visitors



Stafford Leys
Primary School

Our Safeguarding team

CARALYN BIGNELL

Headteacher
Designated
Safeguarding
Lead



ANDY KITCHEN

Deputy DSL



YVONNE STUART

Deputy DSL



KARREN HARDY

Deputy DSL



ROB DOXEY

Deputy DSL



JUSTINE ROWLEY

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 in this leaflet.

WHAT SHOULD I DO IF I HAVE SAFEGUARDING CONCERNS REGARDING A CHILD ?

- ✓ Report it immediately to the DSL
- ✓ Write it down - time, day, date & sign
- ✓ Keep it confidential
- ✗ Do not ask leading questions or conduct an investigation -
- ✓ Who, when, what happened are acceptable

WHAT SHOULD I DO IF I HAVE CONCERNS REGARDING THE CONDUCT OF AN ADULT?

- ✓ Report it immediately to the Headteacher (or if concerning the HT, the trust)
- ✓ Keep it confidential
- ✗ Do not talk to the person concerned
- ✗ Do not ask leading questions or conduct an investigation -
- ✓ Who, when, what happened are acceptable

