



St. Thomas More Catholic Primary School

Safeguarding and Safety Information for Visitors

At St. Thomas More Catholic School, we are committed to the safety and happiness of all our children. You must share any concerns immediately.

Please take a few moments to read this leaflet. This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The governing body has a duty of care to pupils and all members of the school community. We ensure there are consistent and effective safeguarding procedures in place to support families, children and staff at school.

Please do not enter the building if you have any of the following symptoms



Security

- All visitors and contractors coming into school must report to reception.
- Please sign in and ensure the lanyard provided is clearly visible to staff and children.
- You will be asked for identification, driving licence or passport, without this you may not be granted access.
- You must sign in on each occasion you visit the school.
- Please sign out at the end of your visit and return the lanyard to reception staff.

Photographs

Visitors are **prohibited** from taking photographs whilst on the school site.



Fire and evacuation

- Your host will explain what to do in the case of emergencies
- The alarm is a continuous bell
- You must leave the building by the nearest exit.
- Stay with your host as they will escort you to the assembly point and ensure that you are recorded as present by reception staff.
- The assembly point is next to the fenced football court on the playground.
- Do not take any personal risks.
- You must not re-enter the building until told it is safe to do so.

Health and Safety

Health and Safety Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site.

As a visitor to our school it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health and Safety at Work Act 1974.

Smoking

St. Thomas More Catholic Primary School operates a no smoking policy. Please do not smoke anywhere on the school site.

Safeguarding Guidance for Visitors

Adults visiting or working on the school site play an important role in our school community. Safeguarding is everyone's responsibility. Please observe the following guidelines:

- Do not initiate verbal or physical contact with students unless it is appropriate and agreed reason for your visit.
- Do not give any personal information to children e.g. mobile phone, home address, email address. Any form of external communication must be authorised by the head teacher and sent via the school office.
- Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites. Report any contact a student makes to the school office immediately and do not respond.
- If you have any concerns that a student may be at risk of harm, report it immediately to a Designated Safeguarding Lead (DSL). The school office can assist with this contact. Do not discuss your concerns with the student and do not carry out any kind of investigation.
- If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else to ensure they are safe. Inform a DSL of your concerns immediately. Further guidance can be found in the school's Safeguarding Policy on the school website under the 'policies' tab or main reception can print you a copy.



St Thomas More Catholic Primary School

Oxford Road Kidlington OX5 1EA



Headteacher: Mrs Julieann Exley



Julieann Exley
Headteacher and Lead DSL



Helen Skertchly
Assistant Headteacher
Deputy DSL



Lisa Doda
Assistant Headteacher
Deputy DSL



Melissa Fennell
Safeguarding contact for Breakfast
and After School Club.



Rhian Pye
Safeguarding Governor

Member of staff or visitor to our school?

If you have any concerns about the needs or welfare of a student, do not hesitate to speak with one of us. We all share responsibility for our children's safety and wellbeing.

Safeguarding is everyone's responsibility.