



St. Thomas More Catholic Primary School

South Road, Saffron Walden, Essex. CB11 3DW

Email: admin@stmsw.co.uk

HEADTEACHER: Mrs. M.J. Hall M.Phil

Telephone: 01799 523248

Visitor Information and Protocols

Introduction

Whatever your reason for spending time with us, we hope that you will be made to feel welcome and that your needs will be properly met.

Throughout the year hundreds of people visit the school. They range from parents, peripatetic teachers, health workers, technical support staff, and representatives of other external agencies through to salespeople and contracted workers dealing with repair, maintenance and building matters.

The information below is for all visitors to the school. All our procedures aim to keep our pupils and staff safe and is based on Ofsted guidance relating to safeguarding.

Basic details about St Thomas More Catholic Primary School

Address:	South Road Saffron Walden Essex CB11 3DW
Headteacher:	Mrs Mary Jo Hall
Deputy Headteacher :	Mrs Elaine McNally
Assistant Headteacher:	Mrs Noreen Hall
Business Manager:	Mrs Anna Davies
Chair of Governors	Mr David Brunwin
Telephone Number:	01799 523248
E-mail:	admin@stmsw.co.uk
Website	www.stmsw.co.uk

All staff and visitors alike have a responsibility for safeguarding our pupils. To ensure this we ask the following:

- **Switch off** your mobile phone/device and store it in your bag
- In the event you do need to use your mobile phone or camera enabled device, please do so in an area that is not accessed by the children, this includes corridors. Such places could be in one of the offices or in the staff room.
- Do **not** take pictures, videos or sound recordings of any pupils unless you have sought permission from the school.
- If you are working with a child, please ensure the class teacher is aware of this, where you are working and approximately how long for
- If you are working with a child, please do so in a space that is open, or have an open door or visible by others through a window
- If you have a concern about a child please pass this on to the child's class teacher, who will then follow our safeguarding procedures. If they are not available, please speak with one of our Designated Safeguarding Officers – Mary Jo Hall, Elaine McNally or Kathie Moy.
- If you have a concern about another adult in school, please ask to speak to a Designated Safeguarding Officer.
- Always share concerns with school staff, no matter how small they may appear, and don't keep them to yourself.
- If a child says something to you that you think could be a safeguarding concern, act as above, and if possible write down what was said immediately. Listen to the child, do not question them or promise them that it will remain confidential between the two of you.

Guidelines for Visitors - Fire and Emergency Evacuation Procedure

- In the event of a fire alarm, all adults and children must evacuate the building by the most direct route possible and assemble of the playground
- All fire exits are clearly signalled
- If you are responsible for a child, lead them quickly and quietly to the playground and to their class teacher
- If you are unsure of the whereabouts of a child, please report this to a member of staff immediately, ideally the child's class teacher
- Class teachers will count their class and check for any missing children against their register
- The office staff will check the visitors log for any missing adults
- A member of the Senior Management Team will allow re-entry to the building once they have declared it safe to do so
- If you discover a fire, the alarm should be sounded. There are 'break glass' fire alarms around the school
- Do not fight the fire unless you have been trained and it is safe to do so

Practicalities

- Please **sign in and out** and wear your visitors lanyard at all times
- The toilets for visitor use are located next to the staff room

Thank you for your co-operation in all of the above