



## We are a school that places the safeguarding of children as our highest priority

This school is committed to safeguarding and promoting the welfare of children and expects all visitors to share this commitment.

If you observe any behaviour or incidents in our school that concern you, please inform our Designated Safeguarding Lead (DSL) or Deputies before you leave.

Our DSL is:  
Benedict O'Shea (Headteacher)

Our Deputy DSLs are:  
Emma Saunders and Leanne Petre

Our Chair of Governors is:  
Mehefin Bell

 [mbell@cri.tamat.org.uk](mailto:mbell@cri.tamat.org.uk)

Visit us at

[www.crawleyridge.co.uk](http://www.crawleyridge.co.uk)



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## Visitor Leaflet

This leaflet has been produced for all visitors to our school. It contains important information on our Safeguarding and Health and Safety protocols.

Please take a few minutes to read this information before what we hope is a safe and enjoyable visit.



## Safeguarding procedures



### Signing in

Please always sign in as directed. This is for reasons of Fire Safety and allows us to ensure the building has been fully evacuated in an emergency and that you are safe. You will be required to wear a lanyard whilst on the premises. The lanyards have been designed to help staff and children identify your purpose for being here. Please ensure it is clearly visible at all times for our children and adults to see.

### On leaving the building

Please remember to advise a member of staff when you are leaving the building and to sign out.

## School expectations



### Mobile Phones

To protect our children, we respectfully ask that you do not use your mobile phone to make or receive calls or texts during your visit. If you do need to use your phone, please return to the office area to do so. Phones must not be visible at any time during your visit, except when used to make a call as described above.

### Photographic Equipment



Under no circumstances should you use photographic equipment unsupervised or without permission in school. This includes the use of personal tablets and mobile phone technology. Images of children should not be removed from school without the express permission of the Headteacher.

## Health and safety



### First Aid & AED

If you require first aid attention during your visit please inform the nearest member of staff or report to the school office. An automated external defibrillator (AED) is located in the School Office.

### Accidents

All accidents need to be reported immediately to the School Office. All accidents are recorded.

### Hazards

If you identify a hazard or feel you may create a hazard through your normal working practice, please inform your host immediately. Under UK Law you are responsible for your own safety and the safety of others around you.

### Intermittent sounding bell

If an intermittent bell sounds this indicates that the Lockdown procedure has been implemented. Staff will direct you as to what to do.

### Continuous sounding bell



If the fire alarm sounds please use the nearest fire exit. You will be required to wait with the children and staff in the Reception playground. Please make yourself familiar with the nearest fire exits to where you will be working or visiting. Please ask a member of staff if you are unsure. Under no circumstances should you try to re-enter the building when you have been evacuated.

## Pupil interaction

We have very bright children who are naturally curious about who you are and what you are here for. We encourage appropriate interaction, whether you are working with the children or around the building. Please be aware of the language you use and the nature of your conversations.

## Other information



### Smoking

We do not permit smoking anywhere on the school premises or grounds.

### Car Parking

Car parking on site is for authorised visitors only. Parents and children continually enter and leave the school. We ask that you take care where you park and how you drive in the school vicinity. Safety is of paramount importance in our school.

### Toilets

### Adult toilet facilities

Please ask a member of staff for the nearest facility.

### Dogs

Dogs are not permitted on the school site, including the access road at the front of the school. Guide Dogs are the only exception.