



## CLAREMONT PRIMARY SCHOOL

### GUIDANCE FOR VISITORS

Welcome to Claremont. This leaflet contains details about our expectations of you during your time visiting the school and about our safeguarding and emergency procedures. **Please read it carefully** - this information is for your safety and for that of the children in our care. Members of staff are expected to challenge visitors if they have any concerns about their actions and will inform a member of the Safeguarding Team.

- All visitors must **sign in** at Reception on arrival and **sign out** on departure.
- **Volunteers** with a valid Claremont DBS must wear a **yellow lanyard**. Visitors with an **external DBS** must wear a **green lanyard**. **All other visitors** must wear a **red lanyard**.
- **Photographs must NOT be taken** on the school site without prior agreement of a member of the Senior Leadership Team.
- **Please do not use your phone** or mobile device in school. Please put away if on site. If it is absolutely necessary, please make sure you use it in areas well away from any children. Use must be in accordance with our Acceptable Use Policy.
- If you **require access to a mobile device/technology**, please discuss this with a member of the SLT in advance.
- **Please only use the visitor toilet** or staff toilet if directed by a member of staff
- **Report** any unacceptable behaviour to staff.
- **Make sure you are visible** to others at all times when working with pupils.

#### Safeguarding Children

Everyone at Claremont has the responsibility for promoting the welfare of children and ensuring they are protected from harm.

**If you think a child is suffering or is likely to suffer significant harm, you MUST inform a Designated Safeguarding Lead (DSL) immediately.** The DSLs are listed on the next page.

**If a child tells you something (makes a disclosure) to you which makes you concerned for their safety, you MUST do the following:**

- React calmly and listen carefully to what they have to say. Don't make assumptions – keep an open mind.
- NEVER promise to keep 'secrets'. Explain that you can listen but you will have to tell someone because that's your duty.
- Reassure them that they can be helped and kept safe.
- Don't ask leading questions and don't cross examine the child. Only ask simple, open questions – Who? What? Where? When?
- If a child is injured and you need to check them in the absence of a first aider, please ensure another adult is present. Otherwise, do not physically examine the child.
- Be discreet – do not say or do anything that may place the child or yourself at risk.
- Act quickly and speak to the DSL or deputy DSL as soon as possible. Please do not leave school without telling someone or doing something.
- Bullying and peer-on-peer abuse can cause suffering that children should be protected from. If you see evidence of this, inform a DSL.

**If the disclosure or your concern relates to a member of staff, you must inform the Headteacher as soon as possible. Nothing should be said to the staff member involved or other staff members.**

**If you are in doubt, please talk to someone: the children's safety is our most important concern and we would rather you told us than didn't.**

Please try to remember and follow the procedures above. They are your boundaries and are there to protect you as well as the children.

Claremont's Child Protection and Safeguarding Policy and Online Safety Policy are available on the school website.

### **Emergency Evacuation Procedure**

If you discover a fire, operate the nearest alarm. It is your responsibility to locate the fire exit nearest to you. The fire alarm is a two-tone siren. If it sounds, please leave the building following the route as indicated on the sign in the room that you are in. Please register with office staff on the bottom playground. Act quickly and quietly. Do not stop to collect your personal belongings.

### **Invacuation Procedure**

The panic alarm is a series of high-pitched short beeps. If it sounds, please remain in the room that you are in and await further information from the School Emergency Management Team (SEMT). Do not leave the room unless instructed by the SEMT or a member of the Police.

### **Mrs Clare Smith**



Designated Safeguarding Lead

SENCo

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### **Mrs Sarah Seddon**



Deputy Designated Safeguarding Lead

Deputy Headteacher

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### **Mrs Candi Roberts**



Deputy Designated Safeguarding Lead

Headteacher

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