Expectations for Visitors

Mendip Green Primary School is committed to the highest possible standards in safeguarding and promoting the welfare of our children. Our priority for visitors, is to ensure they are aware of their responsibilities towards making sure all young people are safe.

Our Confidence Charter

- ✓ Keep all stakeholders safe
- ✓ Investigate and respond swiftly to any concerns
- ✓ Follow any guidance and risk assessments
- ✓ Communicate clearly

Report any concerns

Follow our mobile phone policy

Enter the building via the main office

Be confidential, polite and respectful at all times

Keep to arranged times and dates

SAFEGUARDING

- All visitors to school are expected to:
  - follow the schools safeguarding policies, procedures and the school code of conduct
  - ensure that they know what their duties are for keeping children safe
- Please be prepared to show identification when you arrive.
- Sign in at the school office on arrival, collect a visitor badge and hand in any mobile devices.
- Please wear your badge at all times to avoid being challenged by staff or students.
- Only go into areas of the school that you have been permitted to enter.
- You should only be alone with children if the school has given you permission. If you are working one-to-one with a child, make sure you put the appropriate safeguarding measure in place.
- On departure, please sign out, return your lanyard and collect your mobile phone.

If you have a concern or are concerned in any way about a child's welfare or safety, you must speak to a member of the Safeguarding team: Lorraine Young (Designated Safeguarding Lead), Sarah Handock, James Oakley, Victoria Walton, Emma Parkins, Ashleigh Melhuish and Kerry Neate
Tania Ribeiro (Safeguarding Governor)

During your visit

- All visitors to our site are expected to act in a polite and respectful manner at all times.
- Mobile phones and cameras are not permitted beyond the foyer. Phones must be handed in at the school office.
- Mendip Green is a nut-free school.
- Access to the school site for all visitors is via the Nutwell Road entrance only.
- All visitors will be given a 'visitors' lanyard which must be worn at all times. Exceptions to this are:
  - ELAN central team who must wear ELAN lanyards
  - Compliance contractors who must wear logoed uniform

Fire Safety: Please familiarise yourself with your nearest fire exit. In the event that fire alarm should sound:

- follow all instructions from the staff member you are with
- do not try to collect belongings.

If there is a scheduled drill on the day of your visit you will be notified.
First Aid: If a child has an accident, report it to a member of staff.
Health and Safety: If you notice anything that could be a Health and safety risk, report it to the office.