



**Class leaders - If you have a visitor or new starter with a yellow lanyard please adhere to the below.**

### **Visitors Status**

We want our school to be open and welcoming to all who would like to support our children.

We all have a responsibility to work together to ensure the children in our care are kept safe by contributing to providing a safe environment for children to learn.

**Everyone** at Step by Step School works together to ensure that children are kept safe by contributing to providing a safe environment for children to learn; and Identifying children who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and at school.

**Identification** On arrival visitors will be asked to produce ID if they are not known to the school. This applies to any outside providers, such as: theatre groups, hair dressers, dentists, regular contractors, students that undertake training at our school. Contractors may not be cleared and if this is the case we would try to ensure that work is carried out before or after school hours. If works have to be performed during the school day we always ensure that the person is accompanied by a member of staff at all times.

### **Procedure for visiting school**

Any adults (that are not school employed staff) that arrive in the school must sign in at the reception desk and read our Safeguarding guide. A visitor's book keeps a record of each visitor, the purpose of the visit, the time of arrival and departure. They will be given a yellow visitor's badge, which should be worn at all times and returned to the office before they leave. You will remain on visitor's status for the entire time of the visit. This procedure is followed on both safeguarding and fire safety precautions grounds. Local Authority employees should wear the identification badges issued by the organisation for which they work – e.g. Educational Psychologists. School Governors have been issued with badges and should wear them whenever they visit.

Visitors are not allowed to do the following activities:

- Take responsibility for all or some of the whole class.
- Take children off the school site without an offsite leader in charge.
- Deal with behaviour of a child in school if not their own.
- Be out of the sight of a member of staff, alone with a child.
- Physically restrain a child. If you think a child is in need because they are suffering or are likely to suffer significant harm you **MUST** do the following:

1. Make a note of what you have seen or been told.
2. Don't make assumptions, keep an open mind.
3. Do not question the child.
4. Don't physically examine the child.
5. Never promise to keep secrets.
6. Be discreet - do not say anything that may place the child or yourself at risk.

7. Act quickly and share the information with the Designated and /or Deputy Designated Persons in the school. You can ask for them via the school office.

They are:

**Safeguarding lead: Faye Palmer**

**Safeguarding deputy: Olivia Kurzeja**

**Headteacher: Gayle Adam**

8. If the disclosure or your concern relates to a member of staff, this must, as soon as possible, be shared with the Designated Person or the Headteacher and nothing should be said to the adult involved. If your concern relates to the Headteacher, please contact our Chair of Governors, Athene Burdge at [Aburdge@stepbystepschool.org.uk](mailto:Aburdge@stepbystepschool.org.uk)

