

Visitor Information

Welcome to St Nicolas C of E Primary School




We are committed to safeguarding and promoting the welfare of the children. As such we expect all staff, volunteers and other visitors to share this common commitment.

This leaflet contains information about our expectations of you whilst visiting the school. It gives information about Safeguarding and Emergency procedures.

Please keep the leaflet in a safe place so that you can read it if you need to.

We hope you enjoy your time at our school.

St Nicolas C of E Primary School

-  01235 520456
-  www.stnicolasprimary.co.uk
-  Boxhill Walk, Abingdon, Oxon, OX14 1HB



Keeping Ourselves Safe

- ALL visitors must **sign in** at reception on arrival.
- Visitors will be issued with a badge that must be worn and visible at all times.
- Visitors are asked to read this leaflet in full when arriving for their first visit.
- Visitors should remain in Reception until under the supervision of a designated member of staff.
- Mobile phones are not to be used whilst on the school site.
- Photographs are not to be taken unless by prior arrangement.
- Be a good role model to our pupils by being respectful, fair and considerate to others. Remember children may interrupt your words/actions differently.
- Report to staff any unacceptable behaviour.
- When working with a pupil(s) ensure you are visible to others.
- All visitors must **sign out** at Reception.

A copy of our Visitors Policy and all our School Policies can be found on our website <https://www.stnicolasprimary.co.uk/school-policies/>

If you would a paper copy of a School Policy please ask at the school office.

Safeguarding Information

As a visitor to our school, either as a contractor, volunteer, supply teacher or someone that has come to work with our children in any capacity, it is important that you are aware of our safeguarding procedures

If a child discloses information that they might be subject to harm:

- React calmly
- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- Do not ask leading questions or make judgements. Clarify and check your concern if you feel that you're not sure, by using, "tell (T), explain (E), describe (D)" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise any further investigations. Only trained investigators should question a child
- Reassure the child that they are doing the right thing. Record carefully what the child says in their own words including how and when the account was given.
- This must then be dated, signed and passed on immediately to one of the safeguarding team.

If you feel that a child may be at risk of harm but are not sure, then inform the safeguarding team. They will offer advise and take appropriate action. Child abuse can happen to any child regardless of the elements such as gender, culture, religion, social background, ability or disability.

A copy of the schools safeguarding policy can be located on our website [Safeguarding & E-safety | St Nicolas Abingdon \(stnicolasprimary.co.uk\)](https://stnicolasprimary.co.uk/Safeguarding%20&%20E-safety)

Remember ... If in doubt ... Ask!

Designated Safeguarding Leads



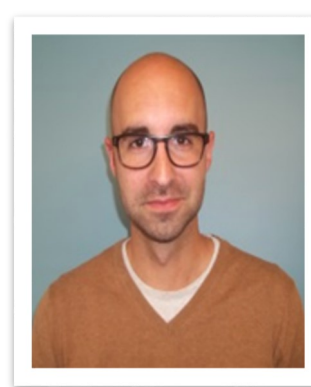
Mr A Spooner
Headteacher



Mrs L Page
Deputy Head



Mrs E Mathers
SENCO



Mr T Churchill
Home School Link Worker

Multi-Agency Safeguarding Hub (MASH)

The Multi-Agency Safeguarding Hub (MASH) enables the sharing of information between services so risks to children can be identified at an early stage. It is a link between schools, GPs, the police, ambulance service and social care. MASH is a partnership between Oxford City Council, Oxfordshire County Council, Thames Valley Police, The National Probation Service, NHS health services, South Central Ambulance Service and Drug and Alcohol Services. **If you are a member of the public with a concern for a child call 0345 050 7666 or use the online form at www.oxfordshire.gov.uk and search MASH.**

Other General Information

Fire and emergency evacuation

A copy of the fire procedure and directions to the assembly point can be found in Reception. Please familiarise yourself with it on arrival. If the fire alarm sounds, it will be a continuous siren, please leave the building immediately following the emergency exit signs to the nearest exit and assemble on the playing field. Students will line up in their classes. Visitors will be directed to the visitors registration area by a member of staff.

First Aid

Please ask at Reception or any member of staff if you need assistance.

Accidents & Incidents

Please report these to Reception.

Access to the Internet

All users of school systems and Wi-Fi must comply with the Acceptable Use of ICT policy. Please ask at Reception for details.

Visitors Toilet

The visitors toilet is located in the Reception area.

Parking & Access

There is an ANPR Zone system in place during 8.10am to 9.30am and 2.30 to 3.30pm. During these times only authorised vehicles can access the School road and car park. Access can be arranged beforehand, please contact the office 01235 520456 prior to your visit to arrange this.

There is limited parking in the School car park, please leave Disabled Bays free for those who require them. If you need to park on the roads around school please do so in a safe manner.