



Information for Visitors

Part of the Perry Hall Multi-Academy Trust



Together We Succeed

How we Keep Children Safe in School

Woodthorne Primary School, as part of the Perry Hall Multi Academy Trust (PHMAT), is committed to the protection and welfare of its staff and pupils. Woodthorne believe that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

This leaflet contains information about what we expect from our visitors when on our school premises. If you are unclear about anything detailed in it, please speak to any of the contacts below. Our Academy Safeguarding Policy and Statement can be found on our school website and copies of this can also be requested at our school front office.

Our Safeguarding Team

Safeguarding Link Governor – Anu Gibson

Designated Safeguarding Lead (DSL):

Mr D Asbury (Executive Headteacher) - d.asbury@perryhallmat.co.uk

Mr T Hinkley (Headteacher) – t.hinkley@perryhallmat.co.uk

Deputy Designated Safeguarding Leads (DDSL):

Ms. K Titley – k.titley@perryhallmat.co.uk

Any child protection issues must be reported to one of the above immediately. All DSL's ad DDSL's are contactable on **01902 558544.**

Procedures for Visitors



- All visitors to the school should report to the front office in the first instance and sign themselves in on the digital signing in system.
- All visitors should wear the printed sticker badge throughout the duration of their time in school.
- External visitors should be prepared to show evidence of a clear DBS to the school office.
- Contractors will be introduced to the caretaker who will provide relevant access to the site as required.
- Contractors and other visitors will be required to adhere to the Trust health and safety regulations and ensure that safe working practices are followed and all necessary permissions are obtained.
- No visitor should be left unaccompanied with any pupils by a member of staff (a parent talking to their own child is acceptable). With the exception of qualified professionals who are known to the school and who have a recorded and cleared DBS disclosure.
- If any visitor will be regularly working with pupils in schools, they should read the safeguarding procedures and their details to be recorded on the Single Central Record.
- Any visitors on site who are not recognised, or who are not appropriately identified should be politely asked their business.
- External digital storage or memory sticks are forbidden in school for all visitors.
- All visitors are forbidden from using their personal mobile phones when in school (This is also displayed on a sign in each front office).
- All visitors must return the identification sticker before leaving the site.
- Visitors **MUST NOT** enter the school unaccompanied. Staff have the right to ask for identification from any person on the school site.

Pupils Leaving Site

Pupils being collected from school by their parent/carer must provide the secure password when collecting their child. They must also sign their child out at the school front office.

Passwords will be requested from the parents or carers collecting any children from school before the end of the school day.

Health and Safety



Is you have any first aid needs while in school, please speak to a trained first aider when in school (our front office staff will be able to direct you to the correct member of staff).

Any injuries or accidents which occur when on the school site must be reported immediately to the front office.

Disabled Facilities



Toilets with disabled facilities are available in the school building. Please ask a member of staff if you need to use them.

Please inform the front office on your arrival if your disability would prevent you from evacuating the building quickly via a normal escape route (This may include impaired hearing or sight).

No Smoking

Please note Woodthorne Primary School is a non-smoking site. This includes vape pens.



Mobile Phones

For safeguarding reasons, we politely ask all visitors to refrain from having mobile phones on display when pupils are present. They must be kept on silent and not used in the building.



Fire Alarm

A continuous alarm indicates a fire alarm. When this happens, the building should be evacuated immediately and you should proceed to the designated assembly point.



All visitors must report to the designated fire warden at the assembly point who will be holding the visitor list.

You should remain in the designated assembly point until you are directed to do otherwise.

DO NOT re-enter the building until directed to do so by the Fire Officer.

Visitor Conduct on Site



All visitors are expected to treat staff and children in a respectful way when on any of our sites. Any threatening, abusive or violent behaviour against any staff member or child is taken extremely seriously. Examples of such behaviour are below:

- Shouting at staff
- Raised voices
- Swearing
- Intimidating staff
- Rallying other parents to become involved in intimidating behaviour
- Publically voicing unsubstantiated claims about staff, children or the Academy.
- Using racist or sexist terms
- Using violence
- Taking alcohol or drugs on the premises
- Wilful damage to school property
- Theft
- Threats or threatening behaviour

This list is not an exhaustive list but seeks to provide illustrations of such behaviour that is not acceptable in our schools.

Anyone behaving this way will be asked to leave the premises and the Police will be called if verbal or physical harassment occurs. If necessary, action will be taken to ban anyone behaving such a way from the school grounds.



Woodthorne Primary School

Woodthorne Road South

Tettenhall

Wolverhampton

WV6 8XL

Headteacher – Mr T Hinkley

Deputy Headteacher – Ms. K Titley

Office Administrator – Mrs. S Fellows

Chair of Governors – Mrs A Gibson

SENCo – Mrs. J Perry

Tel: **01902 558544**

Web: www.woodthorneprimary.org

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