Key Contacts for safeguarding:

Lucy Kelsall **Head of School** **Designated Safeguarding Lead**	
Liam Cox **Executive Headteacher** **Deputy Designated Safeguarding Lead**	
Natasha Goodridge **Assistant Headteacher** **Deputy Designated Safeguarding Lead**	
Andrea Munns **Family Support Worker** **Deputy Designated Safeguarding Lead**	
Lauren Smith **SENCo** **Deputy Designated Safeguarding Lead**	
Abbi Childs **Year 5 and 6 Lead** **Deputy Designated Safeguarding Lead**	

If you have any concerns regarding any parent/child/carer within the school, please see one of the above.

If you have any concerns regarding a member of staff, please see Executive Headteacher or Head of School.

If you feel unable to report the matter within school advice should be sought from the MASH (Multi Agency Safeguarding Hub) Telephone: 0300 126 7000.

The Abbey Primary School

Visitor Leaflet

Welcome to the Abbey Primary School.

This leaflet contains important information for you as a visitor to our school and we would ask you to read it carefully and carry it with you for reference.

If you have any problems or questions during your visit to our school, please ask any member of school staff, who will be able to help you.



Mr Liam Cox

Executive Headteacher



Mrs Lucy Kelsall

Head of School

Signing In and Out Please sign in on arrival and collector a visitor lanyard and a sticker. Please always wear these to avoid being challenged by staff or pupils. On departure, please sign out and return your lanyard.

Fire Safety
If you hear a loud repeat alarm, please make your way to the nearest meeting point indicated on the Fire Evacuation Plan (located in all rooms). A register will be taken outside. If you come across a fire, please alert others by pressing a break glass point to activate the alarm.

Lockdown
In the unlikely event of a lockdown occurring, please remain in the school building, following instructions from the closest member of staff. External doors will be locked. School has a lockdown alarm which is different to the fire alarm. The alarm also visually flashes red in each room.

Health and Safety
A copy of the school's policy on health and safety is available on request. A site supervisor is always on-site during school opening hours (8am - 6pm) and can be contacted through the main office.

Allergies
We operate as a nut aware school and do not authorise any nuts on site. If you have an allergy, please inform the school office on arrival. Please see information in each class or staffroom for children with allergies. Spare autoinjectors are kept in the school office.

First Aid
Should you have an accident or feel unwell during your visit, please report to the main school office or nearest first aider. An accident form may need to be completed. We have several first aiders on site to assist.

Educational Visits
Should you need to see any specific risk assessments or ask questions about a visit and would like to speak to an E.V.C please see the school office.

Mobile Phones
We do not allow staff, children or visitors to use their own personal devices in school. Visitors, please make sure you either keep personal phones in your bag or hand them in to the school office while you are on site.

Digital safety
Our school's devices and network are continually monitored. Online content is also filtered on our school devices by Securely. If you require Wi-Fi access, please speak to the school office. We cannot guarantee that this will always be possible.

Child Protection and Welfare

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this common commitment. This leaflet contains information about our expectations of you whilst visiting the school. If you are unclear about anything in it please speak to any of the contacts named within. Please keep the leaflet in a safe place so that you can read it again if you need to. If you are concerned about the safety of any child in our school, you must report this to one of the Safeguarding Team.

If you are concerned about a child or a child makes a disclosure:
• React calmly
• Listen carefully to the child, particularly to what is said spontaneously
• Do not make promises of 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 are not sure but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.
• 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.
• Pass this on to the Designated Safeguarding Lead immediately or to one of the Safeguarding Team.