



## Visitor Information September 2021

### Welcome to Carclaze Community Primary School

Care Communicate Persevere Sparkle

We ask that you would read the following information. By clicking 'continue' you are agreeing to abide by the policies and procedures set out below:

#### Safeguarding

- Our main priority is to ensure that our children are safe and we will work proactively with the children, their families and other agencies to share a collective responsibility.
- We are committed to safeguarding and promoting the welfare of children and young people and will expect all staff, parents and volunteers to share this commitment.
- If you have any concerns or queries about a child or member of staff, please contact one of the safeguarding team following **IMMEDIATELY** (see leaflets/poster for details of who the Safeguarding Team are).

#### Use of mobile phones in our school

- Please keep your mobile phone out of sight and on silent/vibrate while in the school
- Please do not use phones in any area where pupils are present. If you must use your phone, please speak to the office who will direct you to a suitable location.
- Do not take photos or recordings of pupils or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

#### Health and Safety

- Your **visitor badge must be worn at all times** – please return your badge to the office and sign out when leaving the school
- All visitors are subject to the school's Health and Safety regulations.
- In case of a fire/emergency please report to the nearest member of staff