



**Dunstall
Park**
Primary School

Visitor to Site Information

Visitor Conduct

All visitors who come on to the school site, including parents/carers and anyone who accompanies a parent, are expected to always behave in a polite and respectful manner. This includes when speaking to school staff **and** other parents. As a school, we will not tolerate unpleasant or discriminatory behaviour towards our diverse community. We have very high expectations of our staff and children, and these expectations extend to our wider community.

Should any visitor breach this code of conduct, they may be asked to leave site immediately.

For full details of the ATLP Parent Code of conduct, please follow this link [ATLP Parent Code of Conduct](#)

Safeguarding

Safeguarding is everyone's responsibility regardless of role or status.

Child Protection is just one aspect of safeguarding, - one that we as a school take very seriously. Report concerns to the right person, in person.

By safeguarding we mean:

- Protecting children from abuse or neglect
- Preventing impairment of the children's mental and physical health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Creating opportunities to enable children to have optimum life chances in adulthood

What should I do if I have concerns about a child?

If you have any concerns about the welfare or safety of a child in our care, such as something a child says, suspicion that a child may be experiencing bullying or discrimination, marks or bruising on a child or changes in a child's behaviour, you must share it with a Designated Safeguarding Lead (DSL).

Our DSLs are Mrs Natalie Harris (Head of School) and Mrs Annette McNerlin (Early Years Lead).

If a disclosure is made to you, it is important that you know what to do in such a situation and that you remain calm.

- Listen to what is being said without displaying shock or disbelief and accept what is being said.
- Allow the child to talk freely – listen rather than asking direct questions.

- Do not promise confidentiality but explain to the child that you may have to tell another adult in order for you to help them.
- Re-assure the child that it is not their fault and stress that it was right to tell someone.
- It is not your responsibility to investigate the disclosure - report the disclosure to a DSL without delay.
- Record the date, time and details accurately.
- Please do not leave school without informing a DSL.

Children's names and personal details must remain confidential.

Any discussions that you feel you need to undertake for your own well-being should not enable the child to be identified to anyone else.

You must inform one of the following DSLs within 10 minutes if you are worried about a child.

Your Responsibilities

All those who come into contact with children, whether paid or voluntary, have a duty to safeguard and promote the welfare of children.

- All visitors must sign in using the Inventory system in the entrance where they will be issued with a lanyard and visitor badge. This must be worn at all times. Be prepared to show your badge if requested to do so. At mass events held in the hall, a paper signing in sheet will be placed at the entrance for all to sign in.
- Visitors will read a copy of the 'Safeguarding Information for Visitors'. The office staff will answer any questions you may have.
- Visitors must not use a smart phone or camera on site unless permission has been given.
- Visitors must sign out and return their pass before leaving. We kindly ask that you do not enter classrooms unless escorted by a member of staff or by prior arrangement.

Staff Conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure, the following actions must take place:

- Inform the Head of School immediately.
- If your concern relates to the Head of School, please contact the Director of Education, Dierdre Duignan, in the first instance. Contact details may be found from the school office.

The Prevent Duty

We promote the British Values of democracy, rule of law, individual liberty, respect and tolerance and understand our responsibilities under Prevent. Any form of discriminatory or offensive behaviour will be dealt with in line with our Code of Conduct policy.

Emergency procedures

Fire - In the event of a fire, a bell will sound continuously. Please leave the building via the nearest exit. Please report to our Fire Marshalls.

Lockdown - In the event of the school having to implement the lockdown procedure, please follow the instructions of the member of staff in your location.

Accessibility

We are an inclusive school and pride ourselves on creating a welcoming environment for all. If you have any specific requirements or need adjustments to help access the environment, please speak with the school office who will be happy to assist you. If your disability could prevent you from evacuating the building quickly in the event of an emergency, please make the school office aware so arrangements can be put in place to support you.

First Aid/Medical Needs

All classrooms have a basic first aid kit. We have several staff who are trained in first aid. If you or another person in school feels unwell, please speak to a member of staff immediately. Additional first aid supplies are located by the school office.

Please inform the office immediately if you have a medical need that we should be aware of in school, e.g. diabetes, epilepsy or an epi-pen.