



Safeguarding Information

All visitors to our school are required to read this information. Keeping children safe is our number one priority and everyone has a duty of care to follow these procedures. Please keep this information with you throughout the school day. Thank you.

Senior Designated Person : Clare Hibbert (Inclusion Leader)

Deputy Designated Person: Paula Blythe (Headteacher)

Designated Person: Diane Blackman (Acting Deputy Headteacher)

1. All visitors must sign in at reception and wear a visitor's badge. If need be, formal identification should be produced. On departing the school, please leave via reception, sign out and return the visitor's badge.
2. Volunteers/visitors who work with groups of children on an unsupervised basis must provide school with their DBS document, so that a record can be kept of this information. Volunteers/visitors with no DBS check must not be left unsupervised with children. GPPS staff are aware of this.
3. If a child makes a disclosure of any kind which is a cause for concern, make a note of EXACTLY what the child has said and pass this information immediately to one of the designated persons above, who will deal with the information as appropriate. DO NOT question the child to gain more information.
4. All volunteers, visitors and students who work with children must read 'Keeping Children Safe in Education Part One'. Please collect from reception and sign the proforma.



Emergency Procedures

Medical

1. VISITING TEACHING STAFF ONLY:- Collect information from the school office regarding medical conditions of any children you may be working with. Read this information carefully, as it is there to ensure that you know what procedures must be followed for individual children
2. VISITING TEACHING STAFF ONLY:- Ensure that you have read specific emergency procedures, relating to individual children eg. epilepsy/asthma/allergic reaction
3. EVERYONE:- In case of any emergency, send for another member of staff

Fire

1. If the fire alarm sounds (continuous ringing), line the children up calmly and quietly at the classroom outside door. Walk children to the Key Stage Two playground and check the attendance register.
2. VISITING TEACHING STAFF ONLY:- Some children in school have a 'Personal Emergency Evacuation Plan'. Please ensure that you are familiar with these.

