



Safeguarding & Information Guidance for Contractors and Visitors to our School.



Please read carefully!

SIGNING IN AND OUT

On arrival, report to the school office to collect your visitors' badge/sticker and sign the visitors' book. By signing in you confirm that you have received, read and understood the **Information Guidance for Contractors and Visitors leaflet**.

VISITORS' BADGE

Your Visitors' badge/sticker must be clearly visible throughout your visit to our school.

FIRE AND EMERGENCY PROCEDURES

On hearing the fire alarm you must leave the building by the nearest available exit. Report to the fire assembly point on the main school playground and wait to be counted.

ACCIDENTS AND FIRST AID

Report all incidents, accidents, near misses and hazards to the Site Manager or Head Teacher. For First Aid, go to the school office and a First Aider will be notified.

WORKING IN CLASSROOMS

If you need to work in classrooms whilst children are in lessons, please inform office staff before commencing work and ensure that your company logo and identification badge are on clear display at all times.

NO TAKING PHOTOGRAPHS OR VIDEOS

Under no circumstances should photos or videos be taken of staff, children, parents, governors or other visitors to school. You may be asked to show your camera, iPad, mobile phone, etc to a member of the office staff or the Head Teacher to prove no such images have been taken.



KEEPING ALL CHILDREN SAFE

Report any concerns you may have if you see or hear anything relating to a child's welfare or safety. We all have a part to play in safeguarding children and young people. Tell the Designated Safeguarding Lead, Mr Glentworth or one of our Deputy Safeguarding Leads Miss Jackson, Mr Green or Mrs Warren.

DISCLOSURE AND BARRING SERVICE (DBS) CLEARANCE

If you are a contractor, you must have an up-to-date DBS clearance to work in school during the school day. If you do not have a DBS clearance, please inform Mr Glentworth (Head Teacher) or Mrs Crabb or Mrs Lawrence (School Office) immediately. **DO NOT BEGIN WORK!**

GDPR and PRIVACY INFORMATION

Kingfisher Primary School is part of Preston Primary Academy Trust. We take GDPR and your privacy seriously. For more information and to view our Privacy Notices for visitors, please visit the Preston Primary Academy Trust website and click on the policies section.

SAFETY FIRST

Where any safety rules are disregarded or not implemented, then you are likely to be stopped from working until the matter is corrected. Continued or serious breaches of safety may result in you being instructed to leave the premises and you may be removed from the approved list.

Please do not be offended if you are challenged by a staff member. Please do not work in lavatory areas unaccompanied and always inform office staff of your whereabouts.