

Welcome to our school

We welcome visitors to Willenhall Community Primary School.

Our priority is to ensure our school remains a safe place for children, staff and all other members of our school community.

All visitors to the school should be by appointment only and will receive an email invitation with pre-visit safeguarding and health & safety information. On arrival you should report to the school office where you will be required to sign in electronically. You will be provided with a visitor's badge and this must be clearly displayed throughout the visit.

Please sign out when leaving.

We ensure that all adults who work or volunteer in our school are subject to the appropriate security and appointment checks including Disclosure and Barring System (DBS) checks.

If you have any concerns, we will always listen to them and seek to address them in line with our complaints policy.

Further information

You can find the full Child Protection & Safeguarding, E-Safety and other policies on our school website at willenhallprimary.org

The school also publishes useful safeguarding information and links on our website

Willenhall Community Primary School
St James Lane
Coventry
CV3 3DB
Tel: 02476 302004 / admin@willenhallprimary.org



Willenhall
Community
Primary School

Visitor

Safeguarding

Health & Safety

Guidance

Head Teacher & Designated Safeguarding Lead

Mrs J Mclean

Deputy Head Teacher & DDSLs

Mrs H Kelly

Assistant Head Teachers

Mrs R Edjenguele, Mrs S Eaton & Miss A Cheffings

Pastoral & Safeguarding Manager & DDSL

Mr K Timms

E-Safety Lead

Miss R Archer

Health & Safety

Mrs L Smedmore

**REMEMBER, KEEPING OUR CHILDREN
SAFE IS YOUR RESPONSIBILITY TOO!**

E-Safety

Visitors are not permitted to use school IT equipment. Access the school's guest WIFI during your visit will be subject to you signing an acceptable use agreement, which is designed to ensure that all adults working in school are aware of their individual responsibilities. The terms of this agreement should be followed at all times.

If you need to use a file in school, please email it to a staff member or admin@willenhallprimary.org prior to your visit, alternatively you can bring in your own laptop which can be connected to a touch-screen (and the school's guest Wi-Fi network if necessary).

Fire and Emergency

If you discover a fire, sound the alarm and ring 999.

On hearing the alarm exit by the nearest fire exit. If you are responsible for children make sure you accompany them from the school immediately.

Health and Safety

If you have a concern please inform a member of staff who will pass it on to the responsible person.

First Aid

Many of our staff members are trained first aiders. If you or a child needs assistance, please inform a member of staff. Visitors should not treat children unless permission has been given. In an emergency do not hesitate to call 999 for an ambulance.

What is safeguarding?

Visitors coming on to school premises, including the playground, have a duty of care towards the welfare and safety of the children and adults in the school. This is called safeguarding.

Safeguarding means that:

- children are protected from maltreatment
- a child's health or development is protected
- children grow up with safe and effective care
- action is taken to ensure the best outcomes for all children

Safeguarding is the action we take to promote the welfare of children in our care to protect them from harm. **We take this responsibility very seriously.**

Child Protection

This is the process of protecting children who may be suffering from, or at risk of, significant harm. This includes physical abuse, sexual abuse, neglect, and emotional harm.

Child protection promotes the rights and welfare of all our children. If a child tells you something, keep calm, listen, do not question, never make any promises. If you have concerns, or if a child discloses something to you, inform Mrs Mclean or Mr Timms immediately.

Code of Conduct

Remember:

- to sign in and out and wear your ID badge/label
- be a positive role model
- dress appropriately ensuring your clothing is not likely to be viewed as offensive or revealing
- treat all members of the school community with respect and tolerance
- respect children's privacy and dignity
- always report any situations that arise that may cause concern
- keep confidentiality

Never:

- photograph a child without the school's permission
- use your mobile phone in areas used by children
- ignore inappropriate behaviours towards children whether by adults or other children
- share personal details with a child
- meet a child out of school context
- discuss the school, its pupils or staff on social media
- make inappropriate comments about children or adults
- give gifts to a child (unless it has been agreed) or show preferential treatment