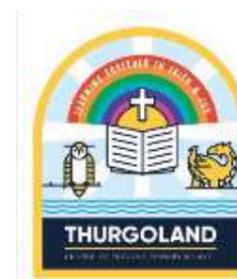


Thurgoland CE Primary School

Visitor Information- Safeguarding and Code of Conduct



Welcome to Thurgoland CE Primary where we '**Be, and become, our BEST SELF.**'

We are very proud of our school and our community and we strive to reach the highest standards at all times. We hope that this information sheet will help you to support our school aims and we can help you to have a safe and enjoyable visit.

Meet the key staff:

					
Mr Dale Jordan Headteacher/DSL	Mrs Beth Wise Deputy Headteacher / DSL / Inclusion Leader	Mrs Lynn Hoyland Safeguarding Governor	Mrs Beecroft School Office	Mrs Warttig School Office	Mrs Low School Office

If you see or hear anything that concerns you regarding a child/staff members' welfare during your visit; please report it to the safeguarding team (above). If you are working with our children for the first time please ask to see a copy of our '**cause for concern**' proforma and a copy of our **behaviour and relationships policy and behaviour system**

If you see anything that may present a health and safety concern; please report it to the Head Teacher.

Please note that we operate a 'safety first' approach so if in doubt, always report it!

The DfE's key document '**Keeping Children Safe in Education**' (September 2025) states:

"It is essential that everybody working in a school or college understands their safeguarding responsibilities...safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child."

For this reason we ask that all visitors take their own safety and responsibilities seriously. Please read the appropriate section below and enjoy your visit.

Additional Information for: Supply Teachers	Additional information for: Site visitors/premises staff:	Additional information for: Regular music service/volunteer staff	Additional information for: Ofsted/advisors/general visitors
<ul style="list-style-type: none"> • Please sign in and out • Please introduce yourself to at least one key member of staff and make them aware of your arrival • Please make yourself aware of the nearest fire exits to your place of work • Please do not use your mobile phone around children • Please do not use a personal device to take photographs of children • Do not work alone with an individual child in a private space (keep classroom doors open, etc if necessary) • Report any accidents to the Headteacher • First aid equipment can be found in the medical room • Please follow/enforce our behaviour system / policy during your visit • You will work with a Teaching Assistant who knows the children well, please ask them for contextual information (also available in class context folders) about the class including which children have a specific and special educational need or disability, a medical/dietary need, are supported through the Pupil Premium funding or are deemed to be more able and need to be challenged by the curriculum 	<ul style="list-style-type: none"> • Please sign in and out • Please share your details and DBS with a member of our office staff or Premises Manager before leaving the reception area • Please work in liaison with the premises manager or one of our cleaning staff • Meet with the site manager to agree health and safety rules and complete authorisation to work form • Please make yourself aware of the nearest fire exits to your place of work • Please do not use your mobile phone around children • Please do not use a personal device to take photographs of children • Audio and video recordings are not permitted • Do not work alone around an individual child in a private space (keep classroom doors open, etc if necessary) • Report any accidents to the Headteacher • First aid equipment can be found in the medical room 	<ul style="list-style-type: none"> • Please sign in and out • Please share your details and DBS with a member of our office staff (if this is your first visit) • Please introduce yourself to at least one key member of staff and make them aware of your arrival • Please make yourself aware of the nearest fire exits to your place of work • Please do not use your personal mobile phone around children • Please do not use a personal device to take photographs of children • Do not work alone with an individual child in a private space (keep classroom doors open, etc if necessary) • Please promote our behaviour system / policy during your visit • Report any accidents to the Headteacher • Please leave the area of school that you are working in as you found it • First aid equipment can be found in the medical room 	<ul style="list-style-type: none"> • Please sign in and out • Please share your details and DBS with a member of our office staff (if this is your first visit) • Please introduce yourself to at least one key member of staff and make them aware of your arrival • Please make yourself aware of the nearest fire exits to your place of work • Please do not use your personal mobile phone around children • Please do not use a personal device to take photographs of the children, staff or parents • Do not work alone with an individual child in a private space (keep classroom doors open, etc if necessary) • Report any accidents to the Headteacher • First aid equipment can be found in the medical room

Please note that we are a non-smoking and non-vaping site, dogs are not allowed on site (except assistance dogs), no audio recordings to be taken on site and that we expect all visitors to act with professionalism and respect for our school at all times in terms of their appearance and behaviour.

Thank you, we hope you enjoy your time at the school.