

September 2018



Dear Parent/Guardian

## **SAFEGUARDING PROCEDURES**

In order to comply with Safeguarding Legislation, please note the following procedures:

- Children requiring to use the toilet outside of school hours will be accompanied by a member of the office staff
- Parents/visitors requiring to use the toilet will be accompanied by a member of the office staff
- No member of the public will be allowed to enter the school without being accompanied by a member of the staff
- Parents wishing to speak to the class teacher during school time will be asked to take a seat whilst the office staff contact the class to see if the teacher is available, if so a member of staff will accompany them to class or a quiet area
- Parents/visitors will not be allowed into school via the playground doors unless accompanied by a member of staff
- Parents/visitors to enter school via the main front office
- Collecting/dropping off children for an appointment enter via the main school office where a member of office staff will accompany your child to their classroom
- Mobile phones will not be allowed to be used in school during school times
- Visitors/Volunteers and staff are asked to switch mobile phones off and keep them in a pocket or handbag whilst in school
- Children who bring mobile phones into school must hand their phone to their class teacher at 8:45am and collect again at 3:30pm
- Children attending breakfast club will now enter via the main entrance where they will be collected by a member of staff at 8:15am (children only)
- Lost property which is in two red boxes is located outside the main office entrance

Thank you in advance for your support with this.

Yours sincerely

Mrs S Hirst  
Principal

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