



Long Furlong Primary School

Visitor Information

Welcome to Long Furlong School, we trust you enjoy your visit.

We are committed to safeguarding and promoting the welfare of all our children, staff and visitors.

Code of Conduct for All Visitors

We ask, that while on our school site:

- You enter through our main entrance/ office.
- Sign in using our electronic system (no photos are taken), sign out when you leave
- Read the safeguarding and Health and Safety information when you register.
- Wear a visitor label throughout your visit – and ensure it is visible at all times
- Turn OFF mobile phones, these must not be used in the vicinity of pupils.
- No photographs to be taken without the permission of the head teacher or deputy headteacher.
- Be aware of our guidelines (see below).
- Be aware of what to do in the event of a fire / fire alarm/ lockdown.
- Immediately report any concerns you have to our Designated Safeguarding Leads (DSLs - names and photos are in the office window).

Safeguarding

- Please avoid being in a 1:1 situation with a pupil in a room with no windows and/ or doors unless it has been agreed/ organised with the headteacher, deputy head, SENCo or class teacher.
- If a child should give you information regarding their own safety or well-being that is of concern, please inform a Designated Safeguarding Lead immediately (names and photos are on the office window).
- Be careful when interacting with a child, they may interpret it differently to your intention.
- Avoid physical contact with a child unless you are immediately protecting them from harming themselves.
- Never promise a child that you cannot tell someone else.
- If you are concerned about the conduct of a member of staff or visitor inform the headteacher or DSLs immediately.
- Advice can be sought from the Designated safeguarding lead, **Carol Dunne, or one of the deputy DSLs, Clare Willetts and Jenny Mitchell.**

If a child should disclose something of concern to you, aim to remain calm, do not promise to keep it a secret, listen carefully but without questioning the child,