

Identity Badges – will not be used currently

All visitors within the school must wear a visitor label on their outer clothes. Any adult not wearing a label will be challenged, so if it falls off, please ask a member of staff for another one.

Disabled Visitors

If you have a disability and feel that you may require assistance during your visit or in an emergency evacuation of the building, please advise the office staff so that arrangements can be made. This is especially important for any visitor who has hearing difficulties.

Behaviour

The school has implemented Covid-19 behaviour rules, alongside the usual policy and we would ask that you refer any unacceptable behaviour, including not being socially distant, to a member of staff so that our procedures are followed appropriately.

First Aid

If you have an accident or develop Covid-19 symptoms during your visit, **please ensure a member of staff is made aware immediately before you leave the building and you will be requested to book a test . We will ask you to inform us of the results of the test .** We will give minor first aid, if needed , but will wear PPE.

Health & Safety

All visitors have an obligation to cooperate with the requirements of our Covid-19 Health and Safety guidance and to take care of their own health and safety and that of others in robustly following the school's Health and Safety arrangements by :

Not entering the building if you have a new persistent cough, loss of taste/ smell and/or a high temperature .

Staff will induct you with our Covid-19 procedures when you sign in after you have read this leaflet.

You will be required **wash your hands** with hot water and soap as you enter and then repeat this frequently during the visit.

Follow all social distancing measures—there are signs around the school. **Keep a 2m distance from others . You will not be able to enter the class pods at this time.**

- Report any safety concerns to a member of staff or to the office
- Report any incident that has led or could lead to damage or injury and assist in any subsequent investigations.
- Not acting or omitting to act in any way that may cause harm or illness to others

On departure – please use hand gel as you leave, dispose of your visitor label and sign out at the office.



Essential Visitor

**Safeguarding
Covid 19 Procedures**

Bitterne CE Primary School
Brownlow Avenue
Bitterne
Southampton
SO19 7BX
www.bitterneceprimary.net

Welcome to Bitterne CE Primary School. Whilst you are here we will ensure your visit is as safe as possible. After giving the reason for your visit, a member of the staff will induct you with our social distancing measures and you will be asked to wear a visitor label. **By signing in, you are agreeing to follow the guidance in this leaflet. Your visitor label must be worn at all times.**

You will not be able to enter class pods and your visit will be supervised by a member of staff. If you are a professional speaking to a child we will set up a socially distanced room for you to do this safely

It is important that you read through the information carefully to ensure you are familiar with our health, safety and safeguarding arrangements during Covid-19.

Fire / Emergency Evacuation Procedures

On hearing the fire alarm, do not put yourself or others at risk, evacuate using the nearest exit and report to an available member of staff without delay. Fire exits are clearly marked and the assembly points are located in both playgrounds. We will maintain social distancing at the muster points.

If you discover a fire, proceed to the nearest 'fire alarm call point' and activate the alarm by breaking the glass or pressing sharply on the black button.

Child Protection Procedures

The protection of children is of the highest priority for our school

As a visitor who has come to work with our children in a professional capacity, it is important that you are aware of our child protection procedures.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment.

We have Child Protection and Safeguarding policies and procedures in place. These can be viewed at www.bitterneceprimary.net At the heart of this is the belief that all people in the school community have a responsibility to act on any concerns they have about a child's wellbeing or safety.

If whilst working with a child you become concerned about comments made by a child, or changes in a child's behaviour. Please speak directly to the **Headteacher, Andy Peterson**, who is the **Whole School Designated Safeguarding Lead**.

In his absence you must speak to our Deputy Designated Safeguarding Lead, Liz Allen, Clare Bailey James May or Clare Horan our Assistant Deputy Safeguarding Leads.

If a child raises a concern with you

- **Listen, do not question or investigate**
- Do not promise to keep the information disclosed confidential.
- Offer the child reassurance.
- Explain to them what you are going to do next.
- Make careful notes of what was said—record dates and times.
- Report this information to the Designated Safeguarding Lead including the date, time, child's name, your name and a factual account of what happened, what was said or what was observed.

Confidentiality

Whilst in school, you need to be aware that anything you hear or see that relates to children, their families and staff remains confidential and must not be reported to anyone outside of the school. If you have any concerns or difficulties with this policy, please speak to the Headteacher.

Smoking

We operate a non smoking policy. This applies to all the buildings and grounds. In line with Southampton City Council's no smoking policy, smoking is not permitted within 10 metres of the perimeter fence.