

WELCOME TO OUR SCHOOL

St Dunstan's Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment'.

NOTICE TO ALL VISITORS

Please follow school procedures whilst on the premises.

Upon signing in you will receive a Visitor Badge, please wear it visibly at all times when in school.

Visitors will be met in the Reception Area and escorted into the building by a member of staff.

Please scan your Visitor Badge to electronically sign out when you leave the building.

Mobile Phones

Visitors to the school are permitted to have mobile telephones on their person; please set your phone to silent in the school building. The use of mobile phones is only permitted in the staffroom or office areas during the school day.

Visitors may not use mobile phones, or other electronic devices including cameras, to take photographs and videos without the prior permission of the Head Teacher.

Safeguarding children

If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the school office as quickly as possible, and ask to **Mr Tony Kenny**, the **Designated Senior Person** with responsibility for child protection or in his absence **Mrs Jane Hodgkinson** the **Deputy Designated Senior Person** with responsibility for child protection.

Health & Safety

Your safety and well-being during your visit are important to us. As a visitor you have a legal duty to care for the Health & Safety of yourself and others.

Classrooms

Do not enter classrooms unless escorted by a member of staff or by prior arrangement.

Emergency

Fire Evacuation Procedures are clearly displayed around the school. If the Fire Alarm sounds, **a long continuous bell**, leave the building by the nearest exit and proceed to the designated Assembly Point which is in the main school playground. Do not re-enter the building until you are told it is safe to do so.

Accidents

Any illness, injury or accident must be reported to the school office.

Smoking

It is against the law to smoke on school premises.

Property or vehicle

The school accepts no responsibility for any loss or damage to visitors' property or vehicle.

Asbestos

St Dunstans School has an Asbestos Register located in the Building Services Manager's office, please refer to it before starting work and satisfy yourself you are working in a clear area.