

Maple Tree Primary School Visitor Information

Entry and Exit from the school

- All visitors must report to the main reception upon entering the school premises
- They must inform the Receptionist of who they are and state the reason for their visit.

Office opening hours for general enquiries:
8.45 - 9.30am
3.00 – 4.00pm

Visitors are admitted on to the school site and must report immediately to the main reception desk, sign in and receive a Visitor Badge.

Visitor has photo ID, driving license or passport and a valid DBS.

Visitor has no photo ID or DBS.

Visitor is able to have unsupervised access to the school and will be given a blue or black lanyard.

Visitor must be supervised by a member of staff. Visitor must be made aware and will be given a red lanyard.

Child Protection

When you are working in school if a child says anything to you which causes you concern please talk to a member of staff in the first instance. You may be asked to write down what the child has said.

It is important if a child tells you something that you :

- Let them talk.
- Be careful with your questioning—do not ask leading questions.
- Do not ask the child to repeat what they have said.
- Do not promise not to tell anyone.
- Do not criticise the person they are telling you about.

At Maple Tree we use TED to guide our conversations:

- Tell me
- Explain to me
- Describe to me.

We ask that you take time to read the school safeguarding policy before you start working in school. This can be found on the school website.

Safeguarding Concern? Speak to a Designated Safeguarding Lead

Miss Amy Hyde
Deputy Head
amy.hyde@mapletreepriamaryschool.com



Mrs Chris Pond
SENDco
Chris.pond@mapletreepriamaryschool.com



Mrs Cath Bainbridge
Headteacher
head@mapletreepriamaryschool.com



Confidentiality

Everyone in school is expected to respect their position and the access they have to confidential information. You may see children struggling with work, upset, making the wrong behaviour choices or whom have a medical condition. You may also hear conversations concerning information about children. All of this information is confidential. If you are approached by a parent enquiring about their child, or another child, refer them to the class teacher, or if necessary the Senior Leadership Team.

Positive Behaviour and Praise

We seek to promote positive behaviour choices at all times. Please use Our Golden Rules to support you in helping the children make positive choices. If you need support, please ask a member of staff.

Our golden rules

We are:

- Ready
- Respectful
- Safe

Visitors as role models

Children pick up quickly on actions, words and attitudes of those around them—especially when in positions of responsibility. We all strive at Maple Tree to be values role models.

As a visitor we ask that you show our values in all your interactions with our children and staff.

Mobile Phone Use and Cameras

The use of mobile phones and personal cameras is not permitted whilst you are within the school, unless agreed by a Senior Leader. This helps safeguard both you and our pupils. At no point should a device be used to take pupil photographs without the guidance of a member of staff. Some children are not permitted to have their photos taken and as such we must ensure we respect this request.

Accidents / Illness

Should you have an accident or feel unwell during your visit, please report to the main school office. If you are unable to make your own way to the office, please inform any member of staff about your situation. You may be asked to complete an accident report form and we would appreciate your co-operation in doing so.

If a child is involved in an accident or is feeling unwell, please seek support from a member of staff.

Fire and security

When you come into the school please sign in at the office and ensure you wear your visitor badge. Should the fire alarm sound please leave with the staff you are working with and meet on the back playground where a member of the office staff will check you are there. Carly Mowbray is the designated Health and Safety Governor.

★ Fire assembly point on back playground.



Your agreement

By signing into school in the visitor book, I agree to follow the procedures outlined in this summary, in accordance with the school's policies.