



[www.fairfieldsprimary.co.uk](http://www.fairfieldsprimary.co.uk)

01908410330

School hours: 8:30AM - 15:30PM

# SAFEGUARDING LEAFLET FOR VISITORS

PLEASE ENSURE YOU READ BEFORE  
ENTERING OUR SCHOOL

Today is your day!  
Believe in yourself!  
Achieve together,  
step by step!

## CODE OF CONDUCT:

The wellbeing and safety of the children at Fairfields Primary School is our priority.

At Fairfields, we always act in the best interest of the child.

Please remember that all information concerning the children is confidential.

All staff follow the **School Behaviour Policy** and we have high expectations of behaviour for all of our children.

If you feel that a child is behaving in an inappropriate manner, please inform a member of staff.

We encourage the children to be independent and try for themselves before asking for assistance.

If a child is feeling unwell or has injured themselves, please inform a member of staff.

## Safeguarding Concerns:

If you have any concerns (no matter how "small" they may seem) about the welfare of a child, please speak directly to our Designated Leads for Safeguarding. Our staff will support you in completing the necessary referral forms which can be found in every classroom, the staffroom and the Reception Office. A list of children who cannot be photographed can be obtained from the School Office.

More information can be found in our **Child Protection Policy**, which can be found on Fairfields Primary website:

[www.fairfieldsprimary.co.uk](http://www.fairfieldsprimary.co.uk)

## RECOGNISE THE SIGNS

You may observe physical signs, notice changes in the child's behaviour or presentation, pick up on signs of emotional distress or harmed sexually, physically or emotionally.

## Respond appropriately

If a child discloses that she/he is being harmed:

Listen carefully  
Reassure (**DO NOT** promise to keep a secret/ ask non-leading questions)

## Report your concerns:

If you are concerned about a student, you must inform a designated safeguarding lead.

## Who to contact:

If your concern is about a Designated Safeguarding Lead, you should report such allegations to Local Authority Designated Officer.

Local Authority Designated Officer:  
Jo Clifford- 01908 254300



## **Evacuation Procedures:**

If you hear the emergency alarm, exit the school via the nearest **Fire Exit** (please take the time to locate these within School or ask where they are). The assembly point is the main playground. If you are covering a class, please ensure you know how many children you are responsible for. Once the children are lined up, you will be expected to do a quick head count. The register will be given to you on the playground to take a formal register. It is imperative that you notify a senior member of staff if a child is unaccounted for.

If you discover a fire, please activate the alarm by breaking the glass of one of the red call points. These are situated throughout areas of the school. Please see our Fire Safety Officer: Andy Giles, if you have any questions. Please advise the school should you require any assistance in the event of fire.

## **First Aid:**

All members of staff have been First Aid trained. In the event of an accident, please contact a member of staff. All accidents must be reported and will be recorded accordingly.

# **Fairfields Safeguarding Leads**



Kelly Cursley  
Head of School  
Designated Safeguarding Lead



Martin Gallop  
Assistant Head-  
Inclusion, Behaviour  
& Personal  
Development/KS2  
Lead/SENCO  
Designated Deputy  
Safeguarding Lead



Emily Castle  
Assistant Head-  
EYFS  
Designated Deputy  
Safeguarding Lead

Nicolette Green  
Chair Of Governors  
Safeguarding  
Governor

Please see our safeguarding posters throughout the school that refer to our designated safeguarding officers

## **Welcome to Fairfields Primary school**

If you have any problems or questions during your time at Fairfields, please ask any member of staff who will be happy to help you.

**Executive Head:** Mr Matthew Shotton  
**Head of School:** Mrs Kelly Cursley  
**Deputy Head Teacher:** Mrs Donna Tagg  
**Chair of Governors:** Mrs Nicolette Green

## **VISITOR PROCEDURE:**

- All visitors who are not members of staff must provide photo identification on arrival such as a driving license, an official identity badge, a passport.
- All visitors must sign in at Main Reception.
- The school will check the security features of any DBS certificate presented.
- All visitors will be expected to wear a lanyard which must be worn at all times.
- Please note that whilst on the school site, the use of mobile phones and smoking are prohibited.

**Please ensure your visitor badge visible at all times**