

## Fire/Emergency Procedures

Any person discovering a fire must:

- Operate the nearest fire alarm. (The fire service will be called immediately by dialing "999" using the nearest telephone, when appropriate).

On hearing the fire signal:

- When in class the order to evacuate will be given by the teacher, who will indicate the route to be followed.
- When not in class form a single file and move by the most direct route to the place of assembly.
- At all times act quietly and calmly.
- Do not stop.

### Other General Information Fire and emergency evacuation:

**First Aid:** Please ask at the office if you need assistance, if visiting a lesson and a child is taken ill— please alert the class teacher to ask for assistance.

**Accidents & Incidents:** Please report these to school office.

**Visitors' Toilets:** Located within the main entrance. Reporting defective equipment or hazards: Please report these to Reception.

**Complaints** – if parents/carers have any complaints, the school staff will listen to your concerns and follow up any issues arising. The school is committed to working closely with parents/carers for the benefit of the children. Remember no problem is too small and can often be prevented from becoming a bigger issue. If you continue to feel an issue has not been resolved, then make arrangements to meet with the Headteacher, Mrs. Sheppard, and she will try to resolve any problem. If you are still unhappy you could contact the Chair of Governors (Mr. Duffy). Furthermore, complaints can then be made to Ofsted [www.contact.ofsted.gov.uk/online-complaints-schools](http://www.contact.ofsted.gov.uk/online-complaints-schools).

We all know that children thrive better and are able to reach their full potential when school and families work closely together. The staff at St. Basil's Catholic Primary School are totally committed to this and we look forward to our continuing close partnership with you in the future.

Click below for:

[St Basil's Catholic Primary School: Policies \(stbasilsprimary.halton.sch.uk\)](http://stbasilsprimary.halton.sch.uk)

[Keeping children safe in education 2023 \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

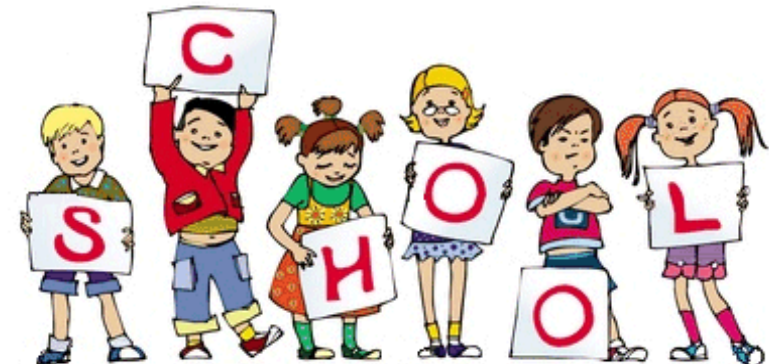
## ST. BASIL'S CATHOLIC PRIMARY SCHOOL 'Following Jesus we love, learn and succeed together'



St. Basil's  
Catholic Primary School

'We love, learn and succeed together'

## INFORMATION FOR VISITORS



## Welcome to St Basil's Catholic Primary School

Please take a few moments to read this leaflet. We hope your visit is comfortable and enjoyable.

At St. Basil's Catholic Primary School we are committed to providing a nurturing, caring, inclusive and safe learning environment where pupils can thrive, are confident, happy and secure.

We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying in line with the DfE guidance set out in Keeping Children Safe in Education 2023 (KCSIE2023). We hope this leaflet will provide you with some useful advice when visiting our school.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the head teacher or deputy head teacher if you are unclear about anything in it. Please keep the leaflet in a safe place in place so you can read it again if you need to.

### Visitor Arrival information

On arrival, please ensure that you sign in on Inventory at the main entrance and collect a visitor's badge. It is imperative that you wear the badge at all times during your visit to school and it is visible. Please also ensure that you sign out when exiting the school site.

In accordance with current safeguarding guidelines, visitors who are not enhanced DBS checked will be escorted at all times. Visitors should remain in the main entrance until under the supervision of a designated member of staff. We appreciate your understanding of this protocol. However if you are a visitor who regularly visits several different schools as part of your duties, you or your manager should have supplied a member of a school staff with written confirmation that a satisfactory enhanced DBS check has been carried out.

### Our School Rules are:

Be Respectful

Be Safe

Be Proud

We expect all adults to follow and model these rules while on school premises. We would like to remind all parents and visitor that this is a zero tolerance.

Please note that this is a smoke free vape free site.

The school has several trained Designated Leads for Safeguarding:

Mrs A.M. Sheppard (HT); Mrs J. O'Donnell (DHT); Miss R. Abbott (SENDCo/Teacher); Mrs K. Jones (SENDCo/Teacher) Mrs N. Bond (Pastoral & Family Welfare Officer); Mrs H. McCabe (Attendance) and Mr J. Duffy (Pupil Welfare Governor).

### Disclosure by a child

If a student discloses information about significant harm you should:

- Listen.
- Tell the child that you need to tell someone else—you cannot promise confidentiality.
- Make accurate notes of what has been said by the student (in their own words) and pass this immediately to the DSL.

**If you have any safeguarding concerns, then please speak to one of our Designated Safeguarding Leads.**

There is also a Children's Safeguarding Policy which is shared with pupils and displayed around school.

### Appropriate Behaviour

As a visitor please remember we expect you to:

- Behave appropriately and use suitable language.
- Avoid physical contact with a child.
- Never exchange personal contact details with a child or arrange to meet them outside of the school environment.
- Do not use a personal camera, including mobile phone cameras, to take photographs without prior permissions being given.

### Staff conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure the following actions must be taken

- Immediately inform the head teacher.  
In their absence inform the deputy head teacher.

### Keep Yourself Safe

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you are always visible to others.
- It's best not to do anything for a child that he or she can do for himself or herself. Always tell someone if a child touches you or speaks to you inappropriately. Log the incident, time and date it and pass it on to one of the Safeguarding Team.
- If you have concerns about the conduct of staff, it is your responsibility to inform the headteacher.

Remember, if in doubt...ask.

Please do not leave our school without telling someone or doing something.