

Link Learning Trust Brookburn Primary School



Visitor's Guide to Brookburn

INFORMATION FOR VISITORS TO BROOKBURN

Welcome to Brookburn Primary School. At Brookburn we aim to create and maintain a safe learning environment where all children and adults feel safe, secure and valued and know they will be listened to and taken seriously. Our school is committed to safeguarding and promoting the welfare of children and young people. As a visitor to our school we expect you to share this commitment.

ESSENTIAL COVID-19 SAFETY INFORMATION FOR ALL VISITORS

In order to comply with our school's Covid-19 risk assessments, visitors and other agency staff must:

- Sanitise your hands on arrival
- Sign in with full details. Details will be kept for NHS Track and Trace purposes.
- Wear a face covering in communal areas and if 2m distance cannot be maintained. We would prefer a visor to be worn if you are working with children.
- Wash or sanitise hands regularly and on leaving school.

All visitors must:

- Follow school procedures whilst on the premises
- Sign in at Reception on arrival and on receiving a visitors badge ensure the badge is clearly visible at all times
- DBS checks will be undertaken by the Admin Team if necessary
- Visitors will be met in Reception and escorted by a member of staff or designated Young Leader
- Identity checks will be undertaken by the Admin Team if necessary
- Sign out when leaving the building

Safeguarding

- If you have any concern that a child has been harmed, may be at risk of harm or a child makes a disclosure please discuss with the member of staff who has arranged your visit and they will refer you to a member of the Safeguarding Team.
- The Designated Lead for Safeguarding is: Emily Henderson (Deputy Headteacher)

- Please do not speak to any children on your visit unless this has already been authorised. (DBS checks have been undertaken)
- Mobile phones must not be used around the school building/ photos must not be taken.
- The perimeter gates will be closed from 9:05 – 3.10pm and from 3.30pm – 5pm to ensure our children and families arrive and leave safely. Please respect this rule.
- As a visitor to our school we expect you to respect the confidentiality of our children and families.

Health and Safety

- Hot drinks are only to be consumed in designated areas (staff room/ training room)
- As a visitor, you have a legal duty of care for the Health and Safety of yourself and others. Please inform the office or member of staff who has arranged your visit if you have any concerns.
- There is no smoking on the school premises.
- Fire Evacuation Procedures are clearly displayed around the school building. If the fire alarm sounds please make your way to the nearest exit and proceed to the assembly point on the front field. Do not re-enter the building until you are told to do so.

We hope you enjoy your visit and thank you for supporting us in making sure Brookburn is a safe environment for all.