



Welcome to Grasmere Primary School

This leaflet is designed to help you understand and support the measures in place to protect the children served by our school.

It also contains important information health and safety and security information for you to be aware of while visiting our school.

Every visitor is asked to sign in, get photos taken at the EntrySign touch screen, get a sticker and on way out, sign out.

You are expected to wear school's visitor sticker or your organisation's identification badge at all times.

Please be aware that staff and children may ask who you are during your visit.

Thank you.

Grasmere Primary School

At the heart of the community

Our school is:

- Caring and friendly,
- A supportive, stimulating learning environment,
- A place of co-operation, equality and respect,
- A place where high self esteem is fostered,
- A place where we aim for children to achieve their maximum potential; academically, socially and physically,
- A place where children are empowered to take responsibility for their learning and actions,
- A place where there is a love of learning which will be a foundation for children's future.

Together we will support children's learning to achieve their best.

Together we will build children's confidence and self-esteem.

Together we will create a love of learning, which will be the foundation for children's future.

Grasmere Primary School

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Grasmere Primary School



SAFEGUARDING AND HEALTH & SAFETY PROCEDURES

Information Leaflet for Visitors

Headteacher: Nick Mallender
School Business Manager: Gaye Oztok

Safeguarding Leads : Nick Mallender & Debbie Ashton
Safeguarding Deputy: Pembe Hassan
Assistant Headteachers: Lena Scantlebury, Debbie Ashton

Safeguarding Procedures

Welcome to Grasmere Primary School. As a visitor, volunteer or someone who has come to work with or for our children in any capacity, it is important that you are aware of our Safeguarding procedures.

The school is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment.

We have a Safeguarding Policy and procedures in place. At the heart of this is the belief that all people in the school community have a responsibility to respond to any concerns they have about a child's wellbeing.

If you are concerned about a child's welfare, please speak directly to Nick Mallender or Debbie Ashton who are the Safeguarding Leads in our school.



In his absence you must speak to Pembe Hassan who is safeguarding deputy at Grasmere.

'Cause for Concern' forms are available in the office for you to record your concern. All information is treated with the strictest of confidence, in line with our Safeguarding Policy.

Full details will be recorded, including: the date, time, child's name, your name and a factual account of what happened, what was said and what was observed. **DO NOT** conduct your own investigation and keep all concerns and information confidential.

Visitors to school who may have tablets, mobile phones or cameras with them are reminded that under school safeguarding requirements they are not permitted to use these devices on the premises to record images of pupils or distribute images

You may be concerned if:

- You see an injury
- Another person expresses concerns
- A child tells you something

If a child tells you something, this information needs to be passed on:

- Do not promise confidentiality (there can be no secrets)
- Re-assure the child that they have done the right thing
- Listen but do not ask leading questions
- Record and pass on your concerns

Your help in supporting our safeguarding work is appreciated by the school and most importantly, by the children and young people we serve.

Fire Precautions



In the event of fire, the alarm sounds continuously. At this time everyone must leave the building immediately. The nearest fire exit must be used—all of them are clearly marked.

The assembly point is the Key Stage 2 playground.

If you discover a fire, sound the alarm by breaking glass of one of the red call points.

These are situated in many classrooms and throughout other areas of the school and indicated in each classroom.

First Aid



In the event of an accident please contact a member of staff who will assist you and enlist the help of one of the registered first aiders. The names and photos of our first aiders on the corridor, next to hall entrance.

All accidents must be reported and will be recorded accordingly.

If you have a medical condition of which you would like us to be aware so that we can offer some help, should it be necessary, please inform a member of staff on arrival.

Smoking



Grasmere Primary School operates a no smoking policy. This applies to all buildings and all the grounds.

Asbestos Register



There is no asbestos in any accessible area of the school. Grasmere do an annual check to confirm this. All contractors must read and sign the asbestos register on arrival before commencing any work.