



SOUTH GOSFORTH FIRST SCHOOL



Visitor Information

At South Gosforth First School, we believe that the involvement of the community is an important part of school life and we always welcome parents, carers, family members, supply teachers and other visitors into school.

The safeguarding of our pupils is our number one priority and we are fully committed to providing the best possible care and support for our children and to ensuring that everyone is safe and well looked after whilst they are with us. Therefore, we ask for your co-operation in agreeing to the following requirements whilst you are spending time in our school.

GENERAL

- Please enter and exit the site from the main entrance at the front of school. Do not use the entrances onto the yard unless you are specifically given permission to do so by a member of staff.
- If you require access to the main part of school (eg, not just picking a child up from school) please sign in to school using the iPad system which is located at the school office – Staff working in the office can assist you to do this. You will then be given a visitors sticker to stick on your outer clothing so that any school staff can see that you have permission to be in school. This must be worn at all times so that it is visible to all staff and children.
- Please do not move from the office/reception area and around the school site unescorted. This includes after school and when children are in after school club. If a child forgets something important from the classroom before they go home, they may go and collect this on their own, or be escorted by a member of school / after school club staff. This is to ensure that we know exactly which adults are in our school at any one time.
- Please note that any behaviour or language on site which school staff deem to be inappropriate, offensive, racist, homophobic or intolerant will not be tolerated. We also ask that visitors treat our school staff and children with respect and decency. We encourage an ethos of equality and kindness where everyone is welcome in our school. We expect our visitors to respect and honour this ethos. If these requests are not adhered to, visitors may be asked to leave the school premises.
- Two accessible adult toilets are located either side of the main school office – these are the toilets which we would ask our visitors to use. Please do not use any other toilet facilities during your visit.

FIRE PRECAUTIONS

- If you hear the fire alarm, please leave the school building by the nearest exit.
- You must then report to one of the fire assembly points outside, which are located at the most outer sections of the school yard, away from the school building (each class has a different fire assembly point) so that you can be accounted for.
- If you are working with children and the fire alarm goes off, please calmly lead them out of the nearest exit to the appropriate fire safety point for their class on the school yard.

MOBILE PHONES & CAMERAS

- We politely request that visitors do not use their mobile phones during lesson times to make calls or text whilst on the school premises. During break times, mobile phones can be used, but only in the school staff room where pupils are not present.
- If a visitor needs to use their mobile phone in the case of an emergency, they must leave any areas where pupils are present and go to the school entrance or staff room.
- Please note that taking photographs or videos of pupils in school or any aspect of the school environment is strictly prohibited (except for in special circumstances where previous permissions have been granted by the Head Teacher.) This same rule applies to photos and videos during school performances.
- Please do not leave personal mobile phones, cameras or equipment unattended at any time.
- Please ensure that your mobile phone's 'Bluetooth' capacity is disabled whilst on the school premises.
- Please keep mobile phones on the silent setting whilst on the school premises.

INTERACTIONS WITH PUPILS

Where your role requires that you work and interact with children in our school, either in a teaching, support or one to one capacity, or if you are attending school on local authority partnership working, you must report to the school office to present your photo ID and/or DBS documentation (if appropriate).

Please also ensure that you:

- Wear your visitor's sticker at all times when on the school premises.
- Interact with children appropriately (as set out above) within your voluntary or professional capacity.
- Report any issues or observations which you may have immediately to a senior member of school staff. Please see below for the list of designated safeguarding leaders in school.

SAFEGUARDING & CHILD PROTECTION

During your time in school, if you have any concerns or issues relating to safeguarding or child protection, please report this as soon as possible to one of the designated staff listed below:

Designated Safeguarding Lead	Deputy Designated Safeguarding Lead
Mr. Rob Adams (Head Teacher)	Mrs. Jill Whitehouse (Deputy Head Teacher)
Deputy Designated Safeguarding Lead	Deputy Designated Safeguarding Lead
Mrs. Jo Fields (SENCO & EYFS teacher)	Mrs. Catherine Burnett (EYFS Lead)

Any visitors whose actions / behaviours cause concern or who do not follow the above requirements will be reported to the Local Authority for further action.

OUR SCHOOL DAY

8.55am: Children come in to school. They line up in the yard in their classes and wait to hear the bell. Class teachers then come to collect the children and bring them in to school through the appropriate door.

9.00am – 10.45am: Teaching Session 1

10.45am – 11.00am: Play Time

11.00am – 12.00pm: Teaching Session 2 (11.00am – 11.40am for Reception, then staff will assist them eat lunch until around 12.00pm)

12.00pm – 1.00pm: Lunch Break (12.00pm – 12.45pm for Reception)

1.05pm - 1.30pm (approx): Assembly Time (apart from Tuesdays where there is no assembly)

1.30pm – 3.00pm: Teaching Session 3 (Key Stage 1 pupils will have a break at some point in the afternoon with their class teacher)

3.00pm – 3.10pm: Whole Class Special Story Time

3.15pm: Children go home through the appropriate entrance. Teacher must keep children with them until an appropriate adult can be seen, then the children may leave.

Thank you for supporting us and helping to keep our children safe.

Mr. Rob Adams
Head Teacher

February 2020

This document will be reviewed by February 2022, unless the need arises to review before this date.