

# **Ponteland Community Middle School**



## **Safeguarding and Safety Information for Visitors**

## **Safety Information for Visitors**

We hope that your visit will be enjoyable, informative and safe.

Please help us by reading and complying with the guidance contained in this leaflet, which is intended to ensure your health and safety whilst at PCMS. If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.

### **Security**

All visitors coming in to the school must report to the School office.

From the summer term all visitors will sign in using an electronic visitor system (clear instructions on how to do this will appear on the screen). A photograph of your face will be taken and a visitor ID pass generated. Please use the plastic holder and visitor lanyard provided and make sure your ID is clearly visible to staff and students. Until this system is installed, please sign in using the visitors' book and a visitor badge will be given to you. This must be handed in at the end of your visit.

If you are working with students a member of the reception/office team will also ask you to produce your DBS certificate and/or other forms of identification.

You must sign in on each occasion you visit the school. If your organisation provides you with a clearly definable badge we may decide that this is adequate and a visitor ID pass will not be necessary.

### **Mobile Phones**

To protect children, visitors should not put themselves in to a position where their actions can be misinterpreted. Visitors are not allowed to use mobile phones/electronic devices with recording/photographic devices on the school premises. Mobiles MUST be switched to silent and should not be used for anything other than making and receiving urgent phone calls.

### **Photographs**

Visitors are prohibited from taking photographs whilst on the school site.

### **Fire & Evacuation**

- The office staff will tell you what to do in the event of a fire alarm; tell you to leave by the nearest exit; and go to the school yard (please see map). Please let the office staff know if you need any specific help to leave the building in the event of an evacuation.
- The alarm is a continuous bell. You must leave the building by the nearest exit.
- Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the administration staff.
- The assembly point is the playground behind the Sports Hall (see map overleaf).
- Do not take any personal risks.
- You must not re-enter the building until told it is safe to do so.

### **First Aid**

If you need first aid or feel unwell please go to the School office/medical room.

### **Health & Safety**

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site.

As a visitor to our school it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act.

## Smoking

PCMS operates a no smoking policy. Please do not smoke anywhere on the school site; this includes the car parks.

## Safeguarding Guidance for Visitors to the School

Adults visiting or working on the school site play an important part in the life of the school. You can play a part in keeping students safe whilst working at, or visiting, the school by observing the following guidelines:

- Do not initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit.
- Do not give any personal information to students, such as your mobile number or address. Do not provide students with your personal email address, and only provide your professional work email if it is necessary as part of the reason for your visit.
- Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites.
- If you have any concerns that a student may be at risk of harm, report it immediately to the Headteacher or Deputy Headteacher, designated person for child protection who can be contacted via the main school office. Do not discuss your concerns with the student, and do not carry out an investigation.
- If you have any concerns regarding a member of staff, please report it immediately to the Headteacher.
- If you have a concern about the Headteacher, please write to the Chair of Governors via the school office.
- If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the Designated Safeguarding Lead (DSL) or Deputy DSL for child protection of your concerns immediately.

For further guidance, the school's child protection policy can be found on the school website under the 'Safeguarding policies' tab.

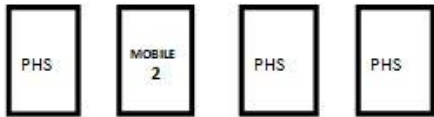
The above can be contacted by telephone on 01661 824 853 or email [pms@pontelandmiddle.northumberland.gov.uk](mailto:pms@pontelandmiddle.northumberland.gov.uk)

### Safeguarding roles and Responsibilities (Safeguarding committee)

<b>Dr Caroline Pryer (Headteacher)</b>	DSL Safeguarding and Child Protection Lead
<b>Mrs Joanne Cafferty (Deputy Headteacher)</b>	DSL Safeguarding and Child Protection
<b>Mr Paul Baggett (Assistant Headteacher)</b>	Deputy DSL Safeguarding and Child Protection
<b>Dr Kate Owen (Governor)</b>	Lead Governor for Safeguarding
<b>Mrs Dominique Flint (School Manager)</b>	Safer Recruitment Lead
<b>Mr Carl Johnson (Deputy Dir Y7)</b>	E Safety Co-ordinator
<b>Mrs Christine Harrison (Finance Manager)</b>	Health and Safety Lead
<b>Mr Adam Hall Northumberland County Council</b>	(Local Authority Designated Officer LADO) 01670 623979/01670 822368 (Out of hours)

**Thank you for keeping PCMS safe.**

# PCMS School Map



YARD AREA

Fire Assembly Points

