

Fire Evacuation Procedure:

Fire evacuation assembly point for all is on the school playground.

Please follow the fire exit signs to your nearest evacuation point.



The children line up in classes on the playground and children are encouraged to be silent to allow register call.

Please remember to sign out as you leave and return your badge



By signing the visitors' book you are confirming that you have read and understood these guidelines.

Please wear your badge at all times.

Internet Acceptable Use and Mobile Phones:

Anyone using the school internet, including wifi, must read and sign the Internet Acceptable Use Policy form,. A copy of this is available from the school office.

Mobile phones must not be used in areas where children are present.. They may only be used in the staffroom or front entrance.

Under no circumstances may anyone take a photograph of a child or children on a personal device.

Visitors toilets:

These can be found by the main entrance. All adult visitors should use this toilet only please.



PLATT CE PRIMARY SCHOOL, SEVENOAKS

Maidstone Road
Platt
Kent
TN15 8JY

Phone: 01732 882596
E-mail: office@platt.kent.sch.uk

PLATT CE PRIMARY SCHOOL KENT TN15 8JY

Care, learn and forgive

Visitor guidance- Welcome



- **Safeguarding and Child Protection Guidance for all Visitors**
- **Safeguarding contacts**
- **Fire Evacuation Procedures**

Safeguarding pupils at

Platt CE Primary school

Everyone at Platt CE Primary School works together to ensure that pupils are kept safe by contributing to:

Providing a safe environment for pupils to learn;

Identifying pupils who are suffering or likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and at school.



GUIDELINES FOR VISITORS

If you think a pupil is in need because they are suffering or likely to suffer significant harm, you are requested to do the following:

1. Make a note of what you have seen or been told.
2. Don't make assumptions– keep an open mind
3. Don't ask any leading questions and don't cross-examine the pupil. Only ask simple and open questions– Who? What? Where? When?
4. Don't physically examine the pupil (other than in an emergency when no first aider is available)
5. NEVER promise to keep “secrets”. Explain that you can listen to them, but make it clear that if you perceive that they are in danger of harm then you will have to seek advice because you have a duty to protect children and young people.
6. Be discreet– do or say nothing that may place the pupil or yourself at risk.

7. Act quickly and ask to speak to one of the Designated Safeguarding Leads:

DSL (DESIGNATED SAFEGUARDING LEADS):



Mrs Walters

DEPUTY DSL:



Mrs Dyson



Mrs Fenton

If the disclosure or your concern relates to a member of staff, this must be shared with the Headteacher and nothing should be said to the colleague involved.

Platt CE Primary school safeguarding policy contains more detailed information about safeguarding and can be provided on request. All staff, visitors, volunteers should protect themselves by following these guidelines. Safe professional practice is vital for ensuring that you do not place yourself at risk.

If you are unable to speak to the DSL or unhappy with the outcome, you should in the first instance contact our Area Safeguarding Lead:

Robyn Windibank on 03000 412284 or 07540677200

She will be able to give you advice. If necessary you can refer directly to the **Kent Central Duty Team on 03000 411111 or by email central.duty@kent.gov.uk**

If you need to make contact out of working hours please call the out of hours service on:

03000 419191

FOR CONCERNS ABOUT STAFF PLEASE REFER TO THE WHISTLEBLOWING POLICY FOR MORE INFORMATION– THIS IS AVAILABLE IN THE STAFFROOM, ON THE SCHOOL WEBSITE OR BY REQUEST FROM THE OFFICE.