

# Cayton School

## Safeguarding and Visitor Information



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 to ensure your health and safety whilst at Cayton School. If you have any questions after reading this, please do not hesitate to ask a member of staff.

### **Safeguarding Team**

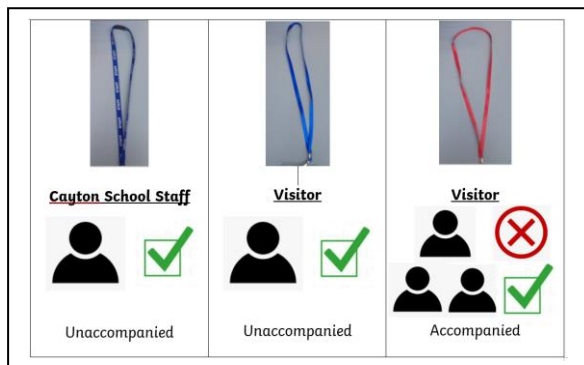
If you have a concern that any child is being harmed, at risk of being harmed or you receive a disclosure you must contact Mrs Monaghan, Mrs Wood or Mr Taylor as a matter of urgency.

		
Mrs Monaghan Headteacher	Mrs Wood DSL	Mr Taylor DDSL Health and Safety Lead
		
Mr Vasey Behaviour Lead	Mrs Tindall Safeguarding Governor	Mrs Wilson Pastoral Support Assistant

## Security

All visitors must report to the office.

As a visitor you will be asked to sign in and be issued with a badge that must be worn prominently so that staff and children can see you are a visitor. Depending on the circumstances you will be issued with a red or blue lanyard.



## Fire and Evacuation

- The fire alarm is a continuous bell
- You must leave the building immediately at the nearest exit
- All staff, visitors and children must meet as quickly and safely on the KS2 playground
- You must not re-enter the building until you are told it is safe to

## Lockdown

A lockdown is implemented when there are serious risks for the premises. Some examples are, nearby chemical spillage, serious weather conditions or attempted access by unauthorised person intent in causing harm/damage. The signal that school is in lockdown is a phone call round all classes or five long whistles if on the playground.

- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Await instructions

## Mobile Phones/Smart Watches

- We allow children to have mobile phones due to children walking to and from school. The children must report straight to the office (not via the playground) and sign in their mobile phone. It will stay in the office until the end of the day when it will be signed out
- Staff must have mobile phones locked away and not visible unless key members of staff need to authorise their CPOMS account (see policy)
- Children, staff and visitors are not permitted to wear a watch that can video
- Staff will only use school devices to take photos or videos
- Visitors to school must not use or have mobile phones visible. Please come to the office if you need to make a call/access it

## Allergies

- We are a nut free school. Please do not bring nuts or any products containing nuts onto site
- We have a school well-being dog (Denzel). Please make school aware of any allergies or concerns when reporting to the office

