

Welcome to

Shirland Primary School

This leaflet is designed to help you understand the measures in place to protect our children. It also contains important health, safety and security information for you whilst visiting our school.

Every visitor is asked to sign the visitor's book at the main entrance and to wear a visitor's badge at all times. Please return the badge to Reception or a member of staff as you sign out of the premises.

A full copy of our Safeguarding and Whistleblowing Policies are available at Reception.

Mobile Phone use:

Personal devices including mobile phones and wristwatch phones that connect to the internet, should not be used while in school. Any calls needed to be made or received should be done off the premises or in the staffroom. Devices should be kept on silent and out of sight in bags or pockets when on school property. Only school owned devices can be used for capturing, recording and storing data or photos of the children. In line with our online safety policy, visitors are not permitted access to the school's internet service.

Headteacher: Mrs Needham

Telephone: 01773 832426

If you have any concerns about a child our Designated Safeguarding Lead is Mrs Needham – or Mrs Hukins, when Mrs Needham isn't available. Our Safeguarding Governor is: Maria Tunnicliffe.

We believe that safeguarding is everyone's responsibility.

**SHIRLAND PRIMARY
SCHOOL**

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**Safeguarding and Health and
Safety Procedures**

**An information leaflet for
visitors**