



Welcome to
Sherwell Valley Primary School

Information for
Visitors

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Sherwell Valley Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, visitors and outside agencies to share this commitment.

On Arrival

All visitors must report to the school office via the main entrance. If you are visiting school you will be required to show some photo ID to reception staff if you are not known to them, as part of our safeguarding policy. We may also need details of your DBS clearance if you are a regular visitor to the school.

Visitors and contractors will be asked to sign in and given a badge that they should wear and display at all times when on the school premises.

Parking

Parking on the school site can sometimes be limited. The school is located in a busy residential area and so we ask all our visitors to park with care, ensuring that driveways and entrances are not blocked.

Disabled Access

There are ramps into the building at certain points and lift access to each level inside. Please phone ahead if you would like assistance with access. There are disabled visitors' parking bays at the front of the school, close to the office.

Smoking

Smoking, including e-cigarettes, is not permitted anywhere on the Sherwell Valley site.

Photography

Photography by visitors, including parents, is not permitted on the school site except during public performances or sports days.

Fire Alarm

When you hear the alarm (continual sounding alarm) please leave the building immediately and report to the nearest assembly point: Key Stage 0 and Key Stage 1 on the football pitch; Key Stage 2 on the playground.

Accidents/Illness

Should you have an accident or feel unwell during your visit, please report to the main school office. You may be asked to complete an accident report form.

Child Protection

Our children enjoy meeting new people so we hope you are made to feel welcome. However, to protect yourself, and them, please take note of the following points:

- You should never be alone in a room with a child but if that does happen unexpectedly make sure the door is always open.
- Never touch a child unless they are in immediate danger.
- Never exchange phone numbers or agree to contact a child you have met through the school.
- If you have any concerns regarding the safety or welfare of a child, please speak to one of the designated safeguarding staff:
 - Mr Jeremy Kingston
 - Mrs Debbie Gaywood
 - Mr Matt Briant
 - Mrs Claire Jones

If you cannot find any of the people named, please tell someone in the office so they can inform the designated person for safeguarding.

Thank you for your cooperation.