



Visitor Safety

Grange Primary School

Grange Primary School
Grange Avenue
Preston
Pr26PS
01772792573

At Grange Primary School the safety of our pupils, staff and visitors is of the highest importance. If you have any questions whilst visiting, please ask the receptionist or your host. We hope you have a safe and productive visit.

Security

Upon arrival to our site, you must sign in at reception and will be issued a visitor badge with your sign in pass attached. It is extremely important that you wear this at all times on site – it helps our staff and students identify who you are! Please remember to sign out at the end of your visit.

Safeguarding

All adults within our school have a responsibility to ensure our pupils are safe. If you have any concerns around the welfare as one of our pupils, no matter how minor it may seem, you may you should notify a member of our child protection team immediately – just ask at reception or your host he will direct you to the correct person. Visitors should avoid contact with pupils unless this is on a professional basis.

Fire Evacuation

Details of regular fire alarm testing is at the bottom of this page. In the case of a fire alarm activation, you must evacuate the building users using the nearest emergency exit. If you are in our school, please attend the Grange assembly point which is located on the rear yard where the reception staff will take a register.

If you discover a fire, activate the alarm by breaking the glass at the nearest call point. Do not try and extinguish any fire yourself. Disabled visitors will be escorted to the fire assembly point where a member of staff will aid your evacuation.

Accidents, near misses and first aid

All accidents/incidents – near misses must be reported to reception, who will pass details to our premises team. This is to ensure a full investigation is carried out and they use your preventative measures are taken. Should you require first aid assistance at any point whilst on a site, notify any member of staff. They will request a first aid trained member of staff attends to you.

Online Safety

Access to our WIFI will be given by a member of out Senior Leadership Team. Visitors will be expected to read and agree to and sign the Acceptable Use of Technology Policy.

We will monitor and filter websites listed by volunteers and visitors to ensure they comply with:

- Access, or attempt to access inappropriate material
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services.

We test the fire alarm weekly between 3:30pm and 5:00pm. You do not need to take action, but if the alarm lasts longer than 20 seconds, please evacuate. We will notify visitors of any practice tests that happen in the school day.



Safeguarding Team

Grange Primary School

REMEMBER: If you are concerned about the safety or wellbeing of a pupil, speak to someone at reception or the host you are here to visit, who will notify someone on the Safeguarding Team immediately. Never use email, leave a message, or pass a message on when it is a safeguarding concern.

Safeguarding Team



Ms C Taylor
Headteacher DSL



Mr J Thackway
Deputy Headteacher
(Backup DSL)



Mrs R Harmer
SENDCO



Mrs R Lewis
School Business Manager

Whistleblowing Policy

All visitors, including contractors are covered by the scope of the school Whistleblowing Policy. This allows anyone to report a concern they may witness whilst on school premises. Concerns may include: safeguarding, conduct which is in breach of law, failure to comply with legal obligation, health and safety risk, damage to the environment, actions which are unprofessional or inappropriate.

Code of Conduct

Work safely and responsibly, avoid contact with children, never give out personal contact details, work and be seen to work in an open and transparent way, stay within agree working areas, obtain permission if you need to work outside of agree area, keep staff informed of what you are doing and where you are, use appropriate language, dress appropriately wearing visible identity badge.