



VISITORS INDUCTION INFORMATION

**Welcome / Croeso to Oystermouth Primary School.
As a visitor you will not be familiar with our
procedures to follow in the event of an emergency.
Please read this document so that your visit
will be a safe one.
Thank you / Diolch**

Child Protection

If you have any concerns in relation to the protection of a child, their wellbeing or welfare, please speak to the Child Protection Officer for our School:

1. Caroline Morgan – Acting Headteacher- in her absence;
2. Debbie Webster – Year 6 Teacher- in both absences;
3. Laura Miles – Chair of Governors;
4. Lisa Collins – L.A. Safeguarding/ Child Protection Officer- 01792 637148

A copy of the Child Protection and Safeguarding Information and Guidance is available in the school Office. If you have any concerns you must report this to the Headteacher immediately. Should you have a concern regarding the Headteacher please report your concern to the Chair of Governors, the governor with responsibility for Child Protection or to Lisa Collins, the L.A.'s Child protection and Safeguarding Officer. If you have a concern regarding the Chair of Governors this must be reported to the Headteacher.

Parking

There is no parking on site. People are kindly asked not to park in front of the gates blocking emergency services access. Visitors are requested to park sensibly on the roads outside the school but away from the zig-zagged area and residents parking.

Gates

There are two gates used to enter the school, one on Newton Road and one on Castle road. Please ensure that you close them behind you, ensuring the children's safety. The gates will be locked during play and lunch time. Please ask a member of staff to open them for you.

Access and Security

Visitors must report to the school office upon arrival. All visitors must sign the visitors booked in the office and receive an identity badge, which must be worn at all times. On leaving the building, visitors are required to sign out and return the visitor ID badges.

Visitors must be accompanied at all times unless the Headteacher has reviewed the DBS check and assessed that supervision is not required.

Pupils are not permitted to open doors for visitors, please do not ask them to do so.

Safeguarding and Confidentiality

Please report any safeguarding concerns you may have to the Headteacher immediately. Please be aware that there is a strict code of confidentiality in school and you must not discuss any child, adult or incidents which have taken place in school with any other parties outside of the school. Any issues arising in the class must be reported to the class teacher who will deal with these accordingly. The class teacher will speak to parents in relation to any issues.

First Aid

The school have adequate provisions for the administration of first aid. Should you become unwell during your visit, or require first aid treatment, please notify a staff member who will call for assistance.

Health and Safety

Oystermouth Primary School is committed in providing a safe environment for all visitors to the school. During your visit, should you identify any health and safety concerns, you are advised to raise these immediately with the head teacher or a member of the senior management team.

Asbestos

Any contractors undertaking work within the school must do so under the authorisation of the head teacher or the city and county of Swansea. Prior to any remedial work being undertaken, reference must be made to the building asbestos survey. The asbestos survey is located within the main school office for your reference.

Site security

All visitors must report to reception on arrival and will be required to sign in. ID badges will be issued by the office staff and these must be worn at all times and clearly visible to staff. On leaving the building, visitors are required to sign out and return the visitor ID badges.

Positive Behaviour Management

We expect excellent, polite and positive behaviour throughout the school. There is a no shouting policy in school. Should you experience or witness any unacceptable behaviour please advise a staff member who will deal with the situation.

Mobile Phones

Should the use of a mobile phone be required, this must be authorised by the Headteacher or member of the senior management team.

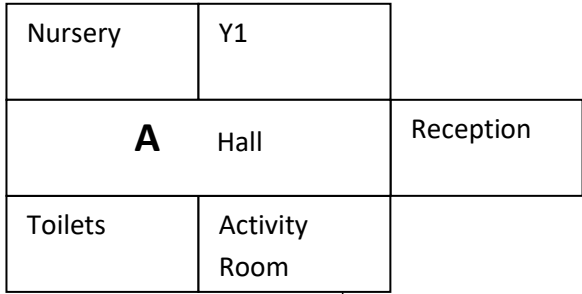
Smoking/electronic cigarettes

Smoking is strictly prohibited within the grounds of the school. This also applies to the use of electronic cigarettes.

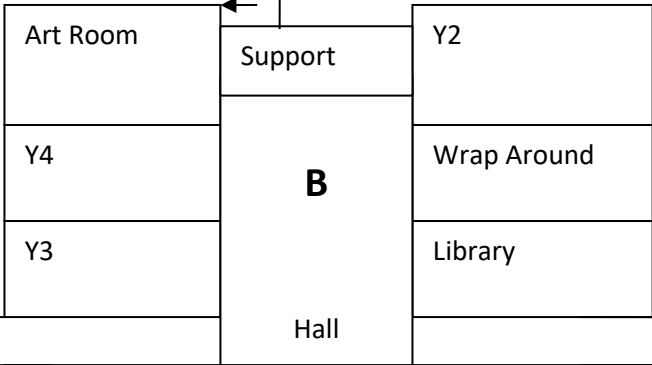
Fire Evacuation Procedures

Procedures to follow in the event of a building evacuation is highlighted on the fire action notices displayed around the school, and located on the back of your visitor ID badge that is provided to you on arrival. Please familiarise yourself with the Fire Procedures. In the event of a fire activation (the bell will ring continuously) you must leave the building through the nearest and safest exit and assemble at the top of the Key Stage 2 yard. During your visit, should you discover a fire within the building, activate the nearest break glass call point and proceed to the nearest exit and report to the assembly point coordinator and inform them of all relevant information. On no account will re-entry to the building be authorised unless this has been confirmed by the Fire Officer and the Headteacher.

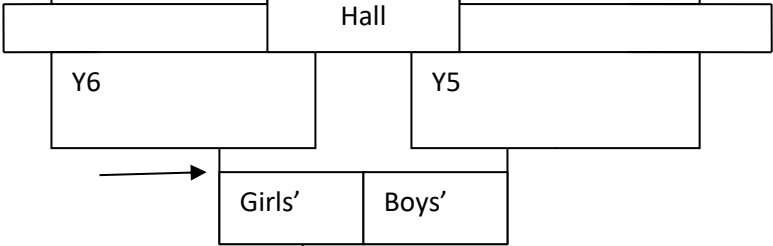
Foundation Phase
Playground



Staffroom/O
ffice/HT




Canteen



KS2 Playground

Pergola

Fire Assembly Point



Gym