



# Ralph Sadleir School

## WELCOME TO RALPH SADLEIR SCHOOL

**WE ARE COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF, VOLUNTEERS AND VISITORS TO SHARE THIS COMMITMENT. By signing in, you are agreeing to adhere to these expectations.**

### **NOTICE TO VISITORS**

All visitors must:

- Follow school procedures whilst on the premises
- Sign in at the Main school office and receive a visitor badge
- Please wear your visitor badge and be visible at all times
- Mobile phones should be kept on silent during your visit
- Recording devices must only be used in school during invited performances and events where permission has been granted
- Return your visitor badge and sign out when you leave

### **SAFEGUARDING**

Safeguarding is everyone's responsibility. If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the main office as quickly as possible and ask to speak to Mrs Wilson - Designated Safeguarding Lead, or fill out the Record of Concern form attached to this leaflet.

### **HEALTH AND SAFETY**

Your safety and well-being during your visit is important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others.

### **EMERGENCY**

Fire evacuation procedures are clearly displayed around the school site. If the Fire Alarm sounds, leave the building by the nearest exit and proceed to the designated assembly point on the main playground. Please face away from the school building.

### **SMOKING**

Smoking is not permitted on the school site

### **PROPERTY AND VEHICLES**

The school accepts no responsibility for any loss or damage to visitor's property or vehicle.