

Welcome to St Joseph's Catholic Primary School. We hope that your visit is a comfortable and enjoyable experience. St Joseph's Catholic Primary School recognises and promotes its responsibilities for Child Protection and Health & Safety.

As a visitor to St Joseph's you are agreeing to abide by our Safeguarding Procedures when you sign in and as such take on the duty to promote and safeguard the welfare of young people.

All regular visitors are required to show their DBS certificate to the office manager whilst signing in. If you are a one off visitor, or do not have a DBS certificate, you must be accompanied by a member of staff.

Other information

At St Joseph's, our children enjoy meeting new people so we hope that you find you are made to feel welcome by pupils as well as our staff. Our children are frequently reminded about personal safety and child protection issues so you may find that children will be curious about your visit! Please feel free to briefly confirm you are visiting the school and show your visitors badge in accordance with our visitor's protocol.

Should you have a Child Protection concern, or should a child make a disclosure, please ensure that this is reported to the main school office immediately so they may inform the DSL

(Designated Safeguarding Lead) or directly to the DSL.

At all times staff and visitors are reminded to model appropriate behaviour. Staff should avoid the following:

- Avoid being isolated or alone with a pupil
- If you are working alone with a pupil ensure that the door is open or that you are visible to others
- Physical interventions unless there is a risk of harm or providing first aid
- Forming relationships of a personal nature with any pupil
- Disclosing sensitive information beyond a need to know basis
- Giving to or receiving gifts from parents or pupils
- Contacting pupils through private telephones (including text), email, instant messaging or on social media
- Meeting students outside of school hours or school duties

Should you have a concern about the behaviour of a member of staff you should report it to the DSL or Deputy DSL immediately. We would appreciate it if you would refrain from using your mobile phone (except for in emergencies). During your visit we would appreciate if you could turn it off or at least put it on mute.

If you require internet access during your visit you will need to let the office know on arrival as we run a filtered system, you will need to be

logged into, as well as read and agree to our acceptable use policy.

Please help us to safeguard the young people in our care by following these guidelines. If you would like more information please read our Safeguarding policy which is available in the staff room, office or online.

St Joseph's is located at the end of Park Avenue where there is a turning circle and limited parking. During drop off and pick up times there is a one way system in place with access via Quantock Avenue – Penarth Road and then Park Avenue.

If you visit during school hours you will need to press the buzzer on the main gate to gain access. If you require vehicle access you will need to be aware that there is no access from 8.30 till 9.15am and 3.00-3.30pm (unless by special arrangement beforehand).

Key Contacts

Headteacher

Richard Simmonds

Assistant Headteachers

Alison Setter and Mel Moyse

Designated Safeguarding Leads

Richard Simmonds and Alison Setter

School Business Manager

Siana Frampton

School Office

Helen Hannigan

Family Support Worker

Rachel Pimm

PFSA

Hannah Branch

Governing Body

Chris Jarvis (Chair)

Bernie Simmons (Vice Chair)

Pat Payton (Safeguarding)

Please report any Child Protection or Health & Safety concerns to the main school office immediately.

Accidents must be reported to the main school office where an Accident Report Form can be completed.

If the fire alarm sounds, please make your way out of the building calmly and promptly by following the green FIRE EXIT signs. Smoking is not permitted on any part of the school premises.

Please remember to sign out and return your visitors badge to the main school office before leaving the premises, even if you are due to return to the school again on the same day.

St Joseph's Catholic Primary School
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Bridgwater
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Email: sch.059@educ.somerset.gov.uk

Web:

<https://www.st-josephs-bridgwater.somerset.sch.uk/>



Welcome to St Joseph's Catholic Primary School Bridgwater



Visitors Information Leaflet
Safeguarding
Health & Safety