

All visitors must sign in at Main Reception

All visitors will be issued with an appropriate pass which must be displayed at all times whilst on the site.

Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.

All visitors must sign out at the Main Reception before leaving the site. Visitors wishing to see a particular member of staff should contact the school to make an appointment. If you are seeking an urgent appointment please report to the Main Reception and we will arrange for you to see a member of staff.

E-Safety Mobile Phones: to protect our children we respectfully ask that you do not have your phone out or use it during your time in the school building. If this is an issue please contact a member of staff on arrival.

Photographs: under no circumstances should you take photographs of our children whilst at our school.

Safeguarding Staff

Designated Safeguarding Lead:

Sharon Longmuir

Interim Headteacher

Safeguarding Governor

Vikki Chimoides



Woburn Lower School

School Visitor
Safeguarding Guide

Please report any concerns to the class teacher who, if they feel it is appropriate, will pass the information on to one of the school's Designated Safeguarding Leads.

Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.

What Do I Do If A Child Discloses?

They Are Being Harmed? Whilst this can be an alarming situation it is important that you know what to do in such an eventuality and for you to stay calm and controlled.

Listen carefully to the child, particularly what is said spontaneously.

Remember not to show shock or disbelief. Do not promise confidentiality. Reassure the child but do not make promises that might not be possible to keep.

Reassure the child that you will tell the teacher or headteacher who will be able to help them.

Do not interrogate or ask leading questions.

Reassure the child that is not their fault, stress that it was right to tell.

Record carefully what the child says in their words including how and when the account was given. Date, time and sign the record. Pass this on to one of the Designated Safeguarding Lead.

Be aware of your feelings about abuse and find someone to share your feelings with once the procedures have been completed. Visitor Code Conduct

Visitor Code of Conduct

Treat everyone with respect.

Provide an example you would wish others to follow.

Remember someone else may misinterpret your actions no matter how well intended.

Do not jump to conclusions without checking. Do not permit abusive activities such as bullying or ridiculing.

Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.

It's best not to do anything for a child that he or she can do for him or herself.

Always tell someone if a child touches you or speaks to you inappropriately. If you are concerned about the conduct of a member of staff during your visit the following actions must take place:

Immediately inform the Head Teacher. In their absence, immediately inform the class teacher.

Health and Safety

Fire: In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff. Please make yourself aware of the nearest fire exit where you are based.

Accidents and Illness: All accidents, regardless of severity, need to be reported to a first aider. Staff will inform you of the first aider nearest to where you are based. All accidents will be logged in the accident book.

Should you require a comfort break during your visit a member of staff will be happy to direct you to our adult facilities which are located near the school office.