
FIRE SAFETY

If the fire alarm sounds during your visit, please:

- make your way out of the nearest fire exit
- assemble on the school playground
- do not return into the building for your belongings
- make someone aware if you need physical assistance in exiting the building
- do not re-enter the building unless you are informed by a senior member of staff that it is safe to do so.

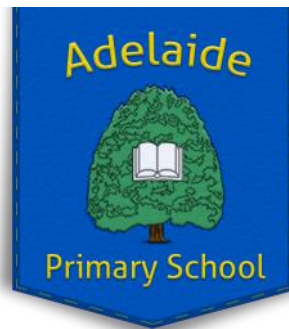
COVID PROTOCOLS

- We kindly ask that visitors do not enter the school if they are experiencing COVID-19 symptoms or have experienced COVID-19 symptoms in the last 5 days.
- We request visitors do not enter the school if they have received a positive lateral flow or PCR test in the last 5 days.
- All visitors must wash their hands thoroughly upon arrival and may choose to wear face coverings in communal areas.
- All areas of the school will be well ventilated.

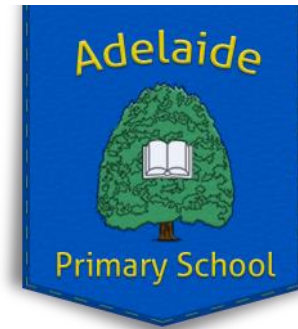
Thank you for respecting our COVID safety procedures and for helping to protect our school community.

We hope that your visit to Adelaide is an enjoyable experience and that you find our environment safe, comfortable and welcoming.

If you have any concerns or wish to share a positive comment, please contact Suzanne Adkinson (Deputy Headteacher) – sadkinson@adelaide.het.academy



Welcome to Adelaide Primary School



Safeguarding Information and Guidance for Visitors

Respect – Equality – Effort

“Our vision is to provide all of our children with a body of knowledge, skills and vocabulary alongside the development of an exceptional character so that they thrive and succeed in all that they do!”

A WARM WELCOME

Welcome to Adelaide Primary School. We hope that your visit is an enjoyable experience. Adelaide recognises and promotes its responsibilities for safeguarding all children and for Health and Safety. We expect all staff, volunteers and visitors to share this common commitment.

ENTRY AND EXIT FROM SCHOOL

All visitors must report to the main reception upon arrival. Visitors must sign in and receive a visitor's badge. Visitors must remain under the supervision of school staff. When leaving, visitors must use the main entrance and sign out.

SCHOOL CAR PARK GATES

For the safety of our pupils, the school car park gates are closed during the following times:

Monday to Friday
8:40am – 9:05am
3:10pm – 3:25pm

MOBILE PHONES

Please refrain from using or displaying your mobile phone when you are in our school building.

ACCIDENTS AND ILLNESS

Should you have an accident or feel unwell during your visit, please report this to a member of staff.

SAFEGUARDING

We are committed to creating an environment where all children feel able to talk to an adult if they are worried or upset. All staff are trained in how to identify potential safeguarding issues and know how to address concerns effectively.

If you have a concern about the safety or wellbeing of any children in our school, you must report this immediately and without delay to one of the school's safeguarding team.

Please report any concerns you have as soon as you have them to:

Safeguarding lead – Mrs Suzanne Adkinson

Child protection coord – Mrs Jo Clark

Deputy Safeguarding lead – Mrs Catherine Whitelam

Emotional Wellbeing, attendance and behaviour office – Mrs Shell Horsfield

If a child discloses information to you, you must:

- react calmly
- listen carefully
- do not promise confidentiality
- reassure
- make an accurate record
- report immediately to a member of the team above

The school's full safeguarding policy can be found on the school website and is available in paper format upon request.

E-SAFETY

Adelaide Primary School recognises the essential and important contribution that technology plays in promoting children's learning and development. However, we also recognise that there are potential risks involved when using technology. If you have any concerns regarding the use of technology or e-safety, inform a member of staff immediately.

CONFIDENTIALITY

Confidentiality is essential and personal information about a pupil or family must never be discussed outside of school. Information shared must be on a need to know basis.

BEHAVIOUR POLICY

At Adelaide Primary School, we proudly use positive reinforcement as our main behaviour management technique. The classroom behaviour chart is the school's consequence system and is there to support positive behaviour. Our school staff are well trained, and will guide and support as needed. Please refer to a member of staff if you have a concern around a child's behaviour.

PHOTOGRAPHS AND IMAGES

Photographs and images cannot be taken of the children in school by visitors. Permission is requested from all parents for their child's photo to appear in any publications or media platforms. Class teachers know which children do not have permission for their image to be shared and it is essential this must be respected at all times.