

Portobello Primary School – Visitor Information

General Information	<ul style="list-style-type: none"> Report to the main school office to sign in/out and collect/return badge Ensure visitor badge is always visible Please stay within the area necessary for your visit Inappropriate behaviour or language will not be tolerated Washroom facilities – visitors to use the staff facilities If you have a disability and require assistance during your visit or in case of evacuation, please inform the school office Please present company/photo ID and CRB to office staff <p>Gateshead Council employees must show their Gateshead ID Badge</p>
First Aid	<ul style="list-style-type: none"> First Aiders are located throughout school, contact the nearest staff member for assistance <p>All accidents, hazards and near misses must be reported to the office staff/or member of staff you are with.</p>
Fire	<ul style="list-style-type: none"> Read the fire notice and familiarise yourself with the exit route and assembly point for the area in which you are working – fire assembly points are in two playgrounds – one at the front of school near main entrance, this is the KS1 yard and the 2nd to the side of school this is the KS2 yard. If you discover a fire shout fire and press the nearest alarm If you hear the alarm (continuous 2 tone sound) and you are working with pupils lead them to safety at the assembly point Class teachers will mark their register <p>Office staff will mark the visitor register</p>
Mobile phones, Cameras, Computers etc	<ul style="list-style-type: none"> Use only when approved and in connection with your business Do not take/use images of pupils unless expressly approved by Head Teacher – Mrs Humphrey Do not leave equipment or personal belongings unattended Ensure that your mobile phone is switched to silent and avoid using it when working with pupils <p>Do not use a school computer or laptop unless you are approved to do so</p>
Interaction with pupils	<ul style="list-style-type: none"> Interact with pupils as required within your professional capacity and report any instances/concerns/observations you may have immediately to a Designated Safeguarding Lead or senior member of staff – DSL Staff Available: Mrs Humphrey Head Teacher, Mrs Brooks Deputy Head Teacher, Miss West Senior Teacher, Mrs Lockhart SEN Teacher.
Confidentiality	<ul style="list-style-type: none"> All information received or gathered whilst in school, no matter how small or insignificant it may seem is to be treated with sensitivity and classed as confidential, any concerns please speak to a DSL member of staff as listed above.

Anyone whose actions or behaviour causes concern or who do not follow the above requirements will be reported in the first instance to the school's Designated Safeguarding Officer with a view to reporting concerns to the Local Authority for information.