

Welcome to Knowle Primary School!

We are delighted to welcome you to Knowle today. At Knowle, safeguarding children is our number one priority and as a visitor to our school, it is vital that you are aware of the processes in place to enable us to achieve this.

Please read through the information provided here and should you have any questions at all, just ask a member of our staff team. We are all happy to help!

Enjoy your visit with us today – we hope that you have enjoyed your experience with us.

We are always interested in hearing about your experience so please do pass on your feedback.

Warmest regards.

Ben Norris

Headteacher



'Every child matters. Every moment counts.'

Our Safeguarding Team



Mr. Ben Norris

Headteacher

Designated Safeguarding Lead



Mrs. Tania Chapman

School Safeguarding Lead

Deputy DSL



Mr. Josh Bashford-Cole

Deputy Headteacher

Deputy DSL

Safeguarding is everyone's business.

Should you have any concerns, report these to a member of our safeguarding team immediately.



You must sign in at our reception when you arrive on the school site. A member of our admin team will oversee this. You will then be required to sign out on your departure.



Please be prepared to **share your ID with our admin team.** They will also provide you with a lanyard that **MUST be worn at all times.**



Mobile phones must only be used in designated spaces such as an enclosed office or the staff room. **Mobile phones must not be used in the presence of any children.**



For any first aid requirements, please report the incident or seek support from any of our TAs who are all first aid trained.



Toilets are located throughout the building. **Please use the toilets that are designated for adults only.**



Should the fire alarm sound, please make your way to the front of the school via the nearest exit by following the green exit signs. A member of the staff team will take a visitors register at our fire assembly point outside the front of the school.



You can read our **Safeguarding and Child Protection Policy** and **Health and Safety Policy** online or asking for a copy in reception.



For contractors only.

Please ensure that a full risk assessment, method statement and COSHH report have been submitted to our admin team and / or the LAT Estates team prior to any works commencing.

Safe collection at the end of the day

Early Years Collection Arrangements



Children sit on the carpet at the end of the day. 2 adults stand by the classroom door to call children up no more than two at a time when parents and carers have been seen. One member of staff on the gate to check all children leave with known adult.

KS1 Collection Arrangements

Children to be seated at the end of the day. Adult to stand on the door and call children to the door when they can see their adult is ready.

KS2

Children in Year 3 and 4 will be collected by a known adult. Children in Year 5 and 6 may have consent to walk home unattended. There is an updated list with these children.

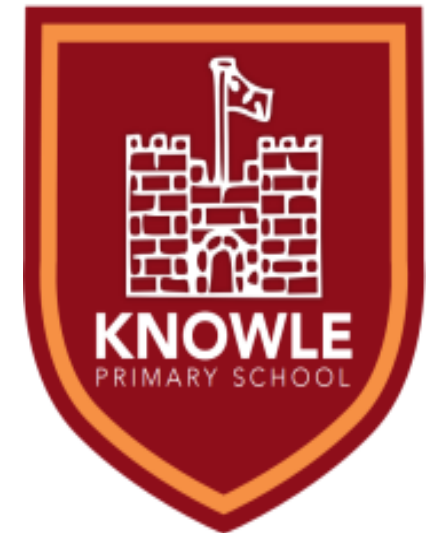
Any unknown adult to the school must not collect a child without consent from parents or carers. A password will be provided.

- Knowle Primary School
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- 01752 365364
- admin@knowle-plymouth.co.uk
- www.knowle-plymouth.co.uk
- @KnowlePrimary



'Every child matters. Every moment counts.'

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Safeguarding for Visitors



'Every child matters. Every moment counts.'