

Welcome to Knowle Primary School!

We are delighted to welcome you to Knowle today. At Knowle, safeguarding children is our highest priority and, as a visitor to our school, it is important that you are aware of the procedures we have in place to help us achieve this.

Please take a few moments to read through the information provided here. If you have any questions, please do not hesitate to ask a member of our staff team. We are always happy to help.

Enjoy your visit with us today. We hope that your experience at Knowle is both positive and enjoyable.

We are always interested in hearing about your experience, so please do share any feedback you may have.

Kind Regards,
Sarah-Jayne Collins
Acting Headteacher



'Every child matters. Every moment counts.'

Our Safeguarding Team



Mrs. Sarah-Jayne Collins
Acting Headteacher
Designated Safeguarding Lead



Mrs. Tania Chapman
School Safeguarding Lead
Deputy DSL



Mr. Josh Bashford-Cole
Deputy Headteacher
DDSL

'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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 admin@knowle-plymouth.co.uk
 www.knowle-plymouth.co.uk
 @KnowlePrimary



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Safeguarding for Visitors

