

**Key School Contacts:**

**Headteacher:**  
Alison McHarg

**Designated Safeguarding Lead:**  
Alison McHarg (Head Teacher)

**Deputy DSL:**  
Neil Saunders (Deputy Head Teacher)

**Child Protection & Complaints:**  
Alison McHarg  
Neil Saunders

**Health & Safety:**  
Vicki Wilford  
Jackie McGilp

**Chair of Governors:**  
Robert Knowles

**Vice Chair of Governors:**  
Jo Jackson

Michael Syddall CofE (Aided) Primary School,  
Noels Court, Mowbray Road,  
Catterick Village, Richmond,  
North Yorkshire, DL10 7LB

Telephone number: 01748 818485

Email: [admin@michael-syddall.n-yorks.sch.uk](mailto:admin@michael-syddall.n-yorks.sch.uk)

Website: [www.michael-syddall.n-yorks.sch.uk/](http://www.michael-syddall.n-yorks.sch.uk/)

**Please report any Child Protection or Health & Safety concerns to the Main School Office IMMEDIATELY.**

**Accidents:** must be reported to the Main School Office where an Accident Report Form can be completed.

**Fire Alarm:** If the fire alarm sounds, please make your way out of the building calmly and promptly by following the FIRE EXIT signs. Fire Assembly point is the Key Stage 2 playground

**Nuts:** Nuts are not allowed on these premises.

**Smoking:** is not permitted on any part of these premises.

**Please remember to sign out and return your visitors badge to the Main School Office before leaving the premises, even if you are due to return on the same day.**

**WELCOME TO  
MICHAEL SYDDALL C OF E  
(AIDED) PRIMARY SCHOOL**



**A Guide for Visitors and  
Volunteers**

**Safeguarding  
Health & Safety**

Michael Syddall CofE (Aided) Primary School recognises and promotes their responsibilities for Child Protection and Health & Safety.

### Visitor Procedures

All visitors must sign in at Main School Office

- All visitors will be issued with a visitor's badge which must be displayed at all times.
- Visitors may be asked to provide identification.
- Visitors may be asked to remain under the supervision of a designated member of staff.
- All visitors must sign out at the Main School Office before leaving.

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 Office and we will arrange for you to see a member of staff.

### Visitors from other schools

- All visitors from any School MUST wear their school ID Badge in addition to a Visitor's badge.
- Visitors without their school ID badge will be asked for identification.

### E-Safety

**Mobile Phones:** to protect our children please do not have your phone out or use it during your time at our School. 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.

**Child Protection:** Our children are frequently reminded about personal safety and child

protection issues. If staff or children approach you, please confirm you are visiting the School and show them your Visitors badge.

Should you have a Child Protection concern, please report this to the Main School Office immediately so they may inform the Designated Person for Child Protection.

Child abuse can happen to any child regardless of gender, culture, religion, social background and those with or without a disability.

### Visitor Code of Conduct

- Treat everyone with respect;
- Act as a positive role model at all times, displaying high standards in the use of language, manner, punctuality and preparation;
- Remember someone else may misinterpret your actions no matter how well intended;
- Inform a member of staff of any inappropriate behaviour;
- Follow the instructions given to you by the class teacher if you are working with children and respect the guidance of the teacher at all times;
- Ensure you are visible by a member of staff if you are with children;
- Never share personal information with a child. If a child tries to share these details with you, you should inform the class teacher as soon as possible;
- If you are concerned about the conduct of a member of staff during your visit you should inform a key School contact;
- Do not leave equipment unattended;
- Keep information confidential.

### Health and Safety

**Fire:** Please make yourself aware of the nearest fire exit when you arrive.

In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff.

Do not enter the building again unless you are informed by a member of staff that it is safe to do so.

**Accidents and Illness:** Should you have an accident or feel unwell during your visit, please report to the Main School Office. If you are unable to make your way to the office please inform a staff member. All accidents will be logged in the accident book.

**Comfort Break:** Should you require a comfort break during your visit a member of staff will be happy to direct you to our adult facilities.

### Pupil Behaviour

During your visit you might observe a child struggling to manage their behaviour.

We would like to reassure you that staff have been trained to manage these situations keeping the child, themselves and others safe.

You can help by moving away.

Please be aware that a member of staff may ask you to leave the room until the situation has calmed.

**A copy of the School's Child Protection and Safeguarding policy is available upon request from the Main School Office.**