



## Woburn Lower School

### School Visitor Guide

Welcome to Woburn Lower School.  
Please **sign in** at the main reception

All visitors will be issued with an appropriate pass which must be displayed at all times whilst on the site.

Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.

All visitors must **sign out** at the main reception before leaving the site.

#### Designated Safeguarding Lead:

**Mrs Paula Black**

#### Deputy Safeguarding Lead:

**Mrs Katrina Grant**

#### Safeguarding Governor:

**Miss Gemma Grossman**

We are committed to safeguarding the children at Woburn Lower School. We expect all volunteers and visitors to share this common commitment.

If you are concerned about the safety of any child in our school please speak to one of the safeguarding team.

If a child makes a disclosure to you please:

- React calmly
- Do not make promises of confidentiality
- Record carefully what the child says in their own words and pass on to a member of the safeguarding team

- Please do not ask any leading questions

If you are concerned about the conduct of a member of staff please speak to a member of the safeguarding team

A copy of the school's safeguarding and whistleblowing policies can be found in the school staff room, main office and on the school website

#### **Mobile Phones**

To protect our children we respectfully ask that you do not have your phone out or use it during your time in the school building. Please ask at the office if you need to make a call.

#### **Photographs**

Under no circumstances should you take photographs of our children whilst at our school.

## **Health and Safety**

**Fire:** In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff. Please make yourself aware of the nearest fire exit where you are based.

**Accidents and Illness:** All accidents, regardless of severity, need to be reported to a first aider. Staff will inform you of the first aider nearest to where you are based. All accidents will be logged in the accident book.

Should you require a comfort break during your visit a member of staff will be happy to direct you to our adult facilities which are located near the school office.