

We hope you enjoy your visit to Bentley High Street Primary. Please take time to read this leaflet, it will help to ensure that the time you spend with us is safe for you, our staff and most importantly our children.

[01302 734214](tel:01302734214)

We hope that you see many things that will interest and inspire you. However, we ask that you do not take photographs or videos of children or staff during your visit as this could compromise their safety and well-being.

Thank you for your co-operation.

Bentley High Street Primary School
High Street
Bentley
Doncaster
DN5 0AA

Phone: 01302 874536
Email: Admin@bentleyhighst.elp.org.uk



Safeguarding information for Visitors



Who should I talk to if I have concerns about a child?

If, during your visit, you have concerns about the safety or well-being of a child or staff member please speak to a member of the office and they will alert a Safeguarding Officer:

Designated safeguarding lead:

Mrs M Davey — Head of school

Deputy Designated Safeguarding Leads:

Ms R Austwick — Executive Principal

Miss K Pearce—Vice Principal

Miss H Cartwright—Vice Principal

For urgent safeguarding concerns please call Doncaster's Duty team on: 01302 737777

IF YOU BELIEVE THERE IS IMMEDIATE RISK OF SIGNIFICANT HARM THE POLICE SHOULD BE CONTACTED ON **999**.

Entry and exit

You must use our signing in facilities on entry and exit to the building and wear the label provided. This ensures children and staff know you are a visitor and why you are here.

Please do not be offended if we ask for I.D. as this is part of our safeguarding procedures.

Fire

In the event of a fire please follow the instructions from staff and report to the receptionist at the assembly point. Do not re-enter the building unless you are informed by a member of staff that it is safe to do so.

Emergency lockdown

In the case of a lockdown a signal of 3 consecutive rings will be given.

Staff ensure all children are inside the building. Doors and windows are closed and lights and screens are turned off.

Emergency services will be contacted.

Children, staff and visitors are expected to sit on the floor, as out of view as possible and remain quiet until the all clear has been given.

Accidents and illness

Should you have an accident or feel unwell during your visit, please report to the main office. If you are unable to do so, please inform any member of staff about your situation.

If you have an accident on site you will be asked to complete an accident report form. We would appreciate your co-operation in doing so, as this allows us to take the necessary action to minimise risks to others.

Valuables

Please take care of your valuables. The school cannot be held responsible for the loss of any personal effects. Vehicles parked in our car park are at the risk of the owner.



Please note this is a non-smoking or vaping site.

Smoking is not permitted anywhere within the school boundaries.