



Designated Senior Leaders for Safeguarding (DSLs)

If during your visit you have a safeguarding concern, please come immediately to the School Office and ask to speak to one of the following senior leaders for Child Protection:

Mrs Alison Harvey- Head teacher – Deputy DSL

Mrs Frances Troop- Deputy Head teacher/Inclusion Lead – DSL

Mrs Nicola Redden – SENDCo/ Online Safety Leader – Deputy DSL

Miss Emma Ottaway – Parent Link Worker

Additional Safeguarding Contacts

Mr Simon Mitchell—Chair of Governors

Mrs Angela Watson—Governor with responsibility for Safeguarding

Enjoy your visit!



BRIDGEWATER PRIMARY SCHOOL

Bridgewater Drive
Northampton
NN3 3AF

Phone: 01604 637056
Email: office@bridgewaterprimary.net

**BRIDGEWATER PRIMARY
SCHOOL**

Bridgewater Primary and Nursery School 2023-24

A Visitor's Guide to Safeguarding in our School and Nursery



We warmly welcome you to our school. To help support effective safeguarding in our school, please read the important information in this leaflet and keep it with you throughout your visit as a reference. If during your visit you have a safeguarding concern, please come immediately to the School Office and ask to speak to one of the following senior leaders for Child Protection, who are listed at the end of this leaflet.

Signing in and out

All visitors are required to sign in before entering the school or nursery and sign out on departure using the electronic system. **All visitors will be given an ID sticker with a photograph that must be worn at all times.**

GDPR – the data captured here is for the purpose of compliance with Health and Safety Legislation and with legitimate interest for ensuring the site's safety and security. The data is not processed further and it is stored securely for no longer than necessary.

Attendance & Punctuality: The Headteacher is legally responsible for maintaining both the attendance and punctuality of all pupils at our school. The School Attendance Support Service, from West Northants County Council, works with the school to provide support for parents and carers whose children's attendance and punctuality falls below accepted levels. This is a countywide requirement and the expectation is for all children to have attendance above 96%.

Children who are late for registration will need to be signed in at the School Office for health and safety reasons. Children who are absent, through illness or for another reason, should telephone the School Office to inform the school. Any parent/carer concerned about a child's attendance, or who would like support with attendance, is asked to contact Mrs Louise Thomas, the Parent Link Worker in the first instance.

Emergency Evacuation: The emergency alarm is a continuous siren. If you hear the alarm, please make your way immediately to the playground and follow the instructions given to you by members of staff. Please do not wait or deviate to collect belongings. Please do not return to the building until you have been told that it is safe to do so. In the event of a critical incident, the Critical Incident Plan will be put immediately in place and you will be informed as to what you will need to do.

First Aid: A number of our staff, including the Office Manager, are qualified first-aiders. Please ask if you need help.

Health and Safety: All visitors are subject to the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and Company Regulations whilst working on the premises.

Phones and Photographs: we have a **NO mobile phones rule** within the school, for the safety of the children. If you visit the nursery, your phone will need to be placed in a locked cupboard for the duration of your stay.

Smoking: Please respect the NO SMOKING policy by not smoking or vaping on the school premises.

Dogs: Only guide dogs are permitted onto the school site.

Parking: The parking rules are designed to keep our children safe. If you hold a blue badge, please notify the School Office who will make a note of the registration of your car enabling you to park within the drop-off zone or in the disabled parking bays.

Community Police: The school has a good relationship with the local PCSO officers, who work closely with the school and our local community. If you would like to speak to one of the PSCOs please ask at the School Office for their contact details.

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