

# Safeguarding and Visitor Information



## Safety Information for Visitors

We hope that your visit will be enjoyable, informative and safe.

Please help us by reading and complying with the guidance contained in this leaflet, which is intended to ensure your health and safety whilst at Willow Primary Academy and The Piper Centre. If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.

## Security

All visitors and contractors coming in to the academy must report to Reception.

As a visitor you will be asked to sign in and be issued with a badge that must be worn prominently so that staff and pupils can see you are a visitor. Dependent on circumstances, if you are working with pupils you will also be asked to produce DBS clearance information and other forms of identification. If you are a regular visitor to the academy, you will need to sign in on each occasion.

## Fire & Evacuation

- Your host will explain what to do in the case of emergencies and fire alarms
- The alarm is a continuous bell. You must leave the building by the nearest exit.
- Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the Fire Wardens
- The assembly point is the back of the field. See map overleaf.
- Do not take any personal risks.
- You must not re-enter the building until told it is safe to do so.

## Lockdown

A lockdown is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

Follow the CLOSE procedure:

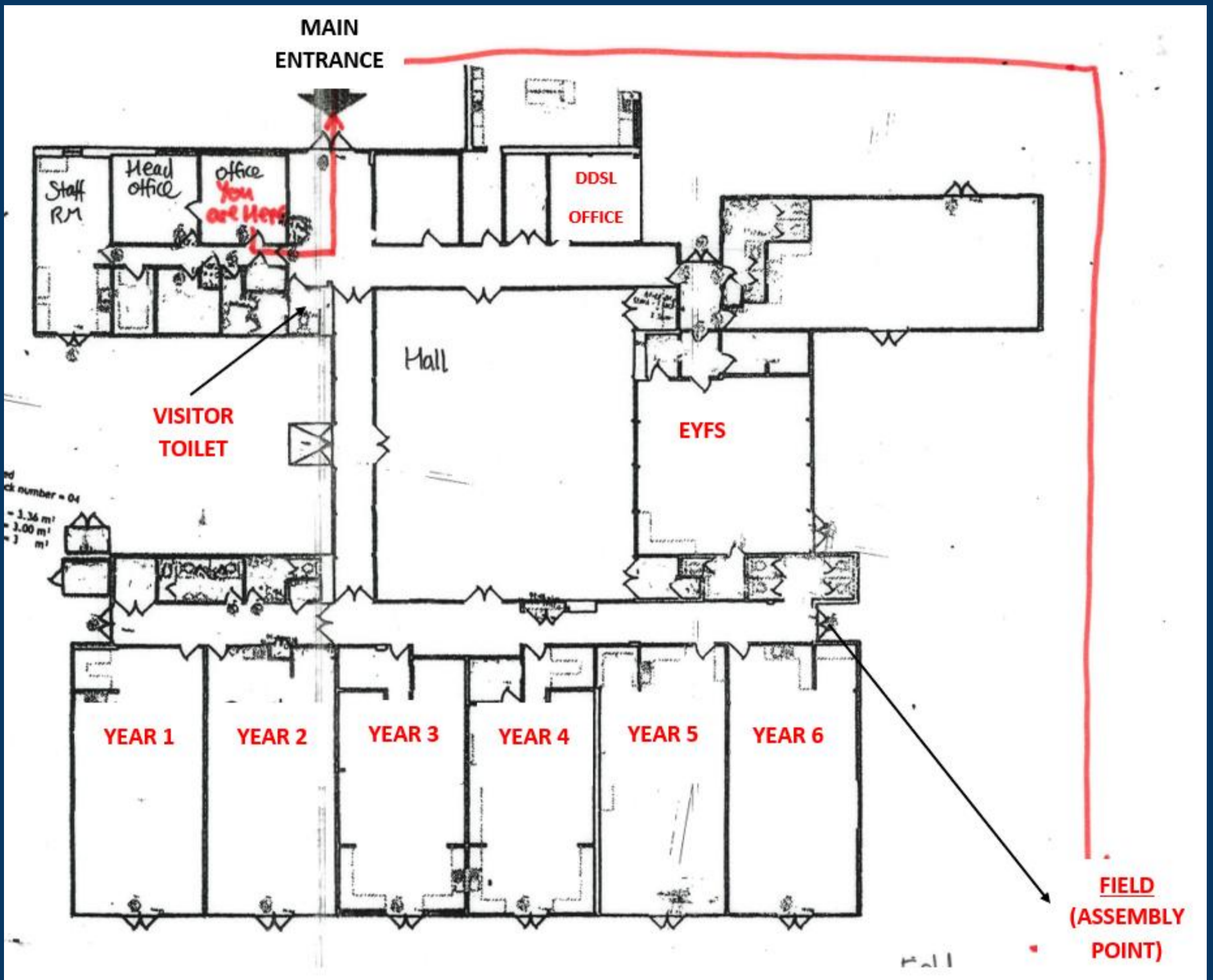
- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure. Be aware you may be in lock down for some time.

*Lockdown Continued...*

- The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.
- At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off. Mobile phones are put on silent mode.
- Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g., children using toilets when lockdown procedure is engaged.
- If practicable staff should notify the front reception by phone that they have entered lock down and identify those children not accounted for.

**NO ONE SHOULD MOVE ABOUT THE SCHOOL**

## Main School Map



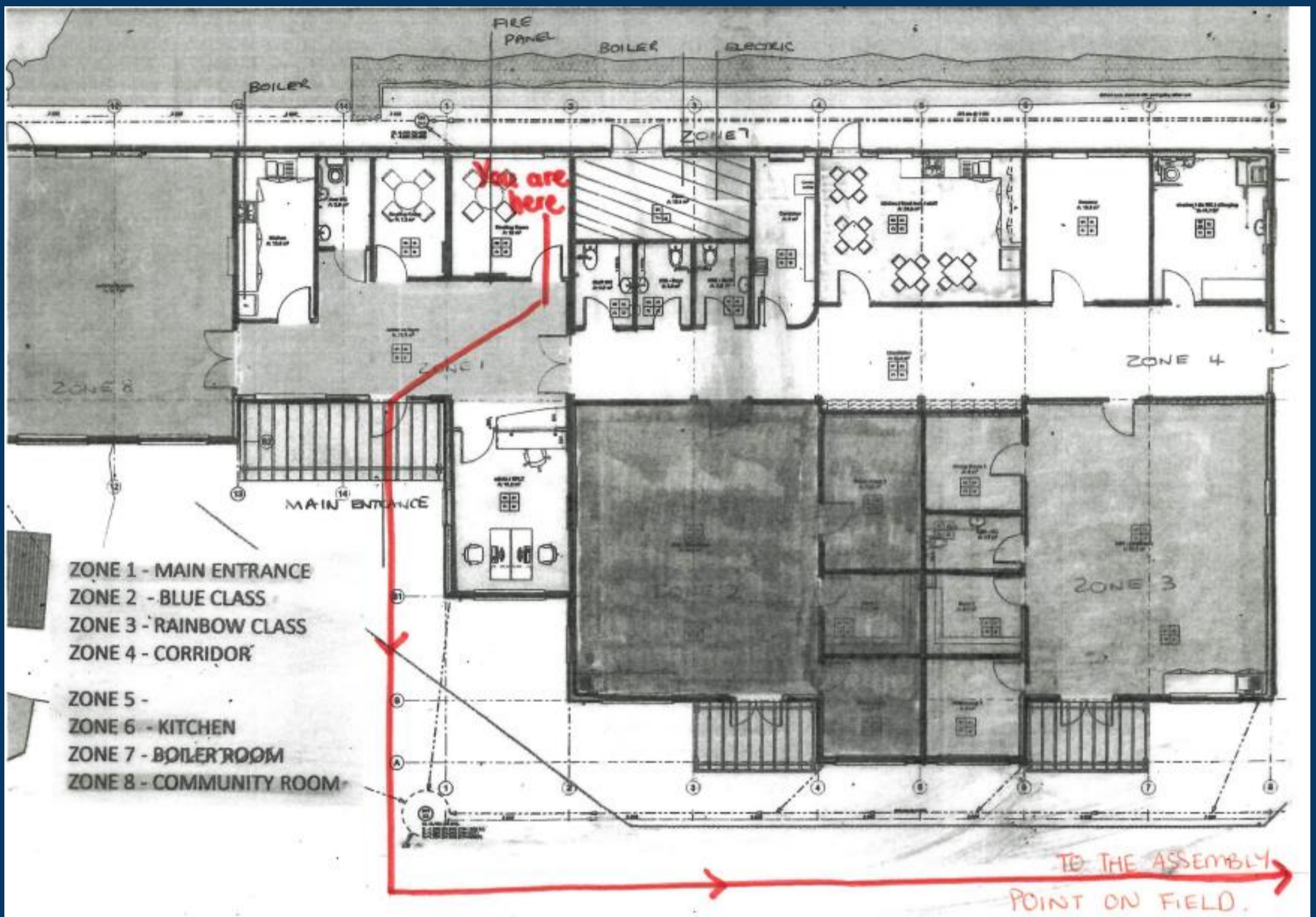
The fire alarm is a loud continuous bell ring.

When the alarm sounds staff should escort children, parents and visitors to the fire assembly point in the taxi area or the front car park.

The Fire Marshals will check the appropriate zones.

**Our Fire Marshalls are Lucy Sullivan and Debra Arthur at Willow Primary Academy.**

## The Piper Centre Map



The fire alarm is a loud continuous bell ring.

When the alarm sounds staff should escort children, parents and visitors to the fire assembly point in the taxi area or the front car park.

The Fire Marshals will check the appropriate zones.

**Our Fire Marshalls are Mandy Walton and Susanne Quinn at The Piper Centre.**

## Safeguarding Information 2025

Willow Primary Academy and the SAND Academies Trust are fully committed to the highest standards of child protection and safeguarding. The academy will support children in our care by:

- ❖ Promoting a safe, caring and positive environment within the academy.
- ❖ Encouraging self-esteem and allowing our children to develop self-assertiveness
- ❖ Tackling bullying, harassment and complaints effectively

We recognise that some of the children may be victims of neglect, physical, emotional or sexual abuse.

All staff working with our children are well placed and trained to identify signs of abuse. In order to protect our children we will:

- ❖ Create an atmosphere where all our children feel safe, secure, valued and listened to
- ❖ Recognise signs and symptoms of abuse and neglect
- ❖ Respond quickly, appropriately and effectively to any cases of suspected abuse

If you have a concern that any child is being harmed or at risk of being harmed or your receive a disclosure (intentionally or unintentionally) you must contact one of the following members of staff who are all trained DSLs (Designated Safeguarding Leads) as a matter of urgency.

# Safeguarding Team



**Debra Arthur**  
Designated Safeguarding Lead &  
Family Welfare Officer



**Nikki Hendry**  
Designated Safeguarding Lead &  
Family Welfare Officer



**Mandy Walton**  
Head of Piper Centre & DDSL

If none of the above staff are available then you must ask to speak with a member of the Senior Leadership Team. Everyone who works with our children should be aware that their role is to listen and note carefully any observations that may indicate abuse.

**IN THE CASE OF ANY ALLEGATION RELATING TO A STAFF MEMBER THE PRINCIPAL IS GENERALLY THE KEY CONTACT, RATHER THAN A DSL. IF A CHILD PROTECTION CONCERN IS RAISED ABOUT THE PRINCIPAL THEN CONTACT THE TEAM OF DESIGNATED OFFICERS FOR SAFEGUARDING AT GLOUCESTERSHIRE COUNTY COUNCIL (LADO) 01452 436994**



## Notes: