



Visitors to our site - Safeguarding Procedures

All visitors are asked to sign in on the electronic system in the foyer.

- A picture will be produced and this is to be worn throughout their stay.
- You will be asked to sign out when leaving.

Information Card

A card will be given to all visitors who are attending the site to work in the classrooms or with children – as below:

Safety at Herrick - Fire

In the event of a fire please leave via the nearest fire exit and make your way to the large playground at the side of the school. Report to a member of the office staff. Please read full fire procedures which are displayed in reception.

Concerns

Please report any health and safety or anti-racist incidents / concerns to Mr Patel, Headteacher

DBS Information

Visitors If you have a DBS please inform the office

Contractors Please ensure you advise the P.O./Office, if you do not have a DBS or a genetic letter from your Company.