



We are kind
and respectful



We reach our
individual best



We are curious
about our world



We care about
teamwork

A warm welcome to Ide Primary School. We are committed to safeguarding and promoting the welfare of children. We ask that you please follow these guidelines whilst at our school.

On Arrival

Please sign in at the electronic system at reception, print your photo and place in a visitors lanyard. Please read this leaflet in full when visiting for the first time and ask for assistance if required.

Mobile phones or any other electronic devices

Please store these items away from sight whilst in school and either turn them off or to silent. In the event that you do need to use your mobile phone or device, please ask at the office and we will find a quiet space for you to do so. Please do not take pictures, videos or sound recordings of any pupils unless you have sought specific permission from the school.

School Values

Every part of school life is guided by our values of kindness, respect, teamwork, curiosity and individual best. We ask that all adults observe these values whilst in school and encourage pupils to follow their example.

At the end of your visit

Please remember to sign out again and to return your visitors' badge we hope you have enjoyed your time at Ide.

Please turn over to find out how to report any concerns about children.

If you have any concern about a child during your visit please report this to a member of staff, who will then follow our safeguarding procedures. This could be the pupil's class teacher or a teaching assistant. If they are not available or if your concern is immediate, please speak with one of our Designated Safeguarding Officers:

Alice Purcell
Headteacher
DSL



Seann Williams
Deputy Headteacher
Deputy DSL



Please always share concerns with school staff, no matter how small they may appear.

This may include something a child tells you or something that you notice about their behaviour, presentation or manner whilst you are working with them.

If a child discloses information to you...

- * **Listen and accept without asking any leading questions.**
- * **Don't promise confidentiality. Explain that you will need to pass the information on to a member of staff.**
- * **Reassure the child that they have done the right thing by telling you.**
- * **Report as soon as possible face to face to School DSL, deputy DSL or another member of staff.**
- * **If you still have significant concerns after reporting to the school, the Devon safeguarding team (MASH) can be contacted by anyone on 0345 155 1071.**