



St Anne's Catholic Primary School

Living and working as Jesus taught us.

A very warm welcome to our fantastic school

<u>Headteacher</u>	Mr Liam Anderson
<u>Deputy Headteacher</u>	Mrs Rebecca Vernon
<u>Assistant Headteacher</u>	Mrs Jenny Reale-Smith

Please ensure that you have signed in using our touchscreen system and that you are wearing a visitor's sticker and lanyard. If your visit involves unsupervised contact with children you will be asked to show photographic ID and written confirmation that appropriate DBS checks have been made.

Health & Safety procedures

- Fire drill/evacuation procedure information is given by Headteacher/Deputy/Assistant Headteacher/Business Manager/Site Manager
- Medical and allergy information is provided within each classroom
- First aid information is in the staff room and lists are displayed around the school
- Please ensure that you are aware of all children in your care who are on the Allergy, Asthma, Medical and Special Educational Needs registers
- Never leave children unsupervised – their Health & Safety is always your priority
- Please do not come into school if you are unwell

For further Health & Safety information please ask to see the school policy which can also be found on our school website <https://stannesprimaryknowsley.co.uk/>

Confidentiality and Security

- Confidentiality is essential at all times – breaches of confidentiality are dealt with very seriously
- Use of mobile phones should only be used in the staffroom at break and lunchtimes where there are no children present

Professional Code

- Appropriate, smart and dignified dress
- Good communication and language (we are role models for a good standard of English)
- General behaviour and attitude
- Be extremely professional when using social networking sites
- If a child under your supervision has hurt, bumped or scraped themselves please ensure they are seen by a first aider and report this to the class teacher or another adult

Safeguarding

Living and working as Jesus taught us!



St Anne's Catholic Primary School

Living and working as Jesus taught us.

Safeguarding Team

			
Mr L Anderson Designated Safeguarding Lead	Mrs R Vernon Deputy Safeguarding Lead	Miss L Fraser Learning Mentor	Ms H Eaton Safeguarding Governor

- In the interests of promoting our children's safety and best interests, if you have any concerns in regards to a child in our school, this should be reported to our Designated Safeguarding Lead (our Headteacher or Deputy Headteacher/Assistant Headteacher in his absence) or a member of our Safeguarding Team
- Please can you ensure you have read **Part 1 and Annex A, of the Keeping Children Safe in Education, September 2025 Guidance document**, and have completed a signed record to say you have done so;

Declaration

I declare that I have read **Part 1 and Annex A, of the Keeping Children Safe in Education, September 2025 Guidance document**, and have completed a signed record with my employer and/or visiting school.

Name: _____

Signed: _____

Date: _____

Living and working as Jesus taught us!



St Anne's Catholic Primary School

Living and working as Jesus taught us.

Visitor Code of Conduct

I understand my obligations under this code of conduct. I will ensure that my conduct does not breach this code in any way, including not:

- Being abusive or threatening to any member of the school community.
- Dressing in an inappropriate manner.
- Behaving inappropriately or aggressively in any way.
- Using abusive and inappropriate language
- Being discriminatory towards any member of the school community.
- Trespassing on the school property.
- Smoking, drinking alcohol or taking any illegal or harmful substances on the school premises.
- Sending inappropriate, abusive, or aggressive messages to school staff.
- Requesting to 'follow' or 'friend' school staff on social media.

Declaration

I declare that I have received, read and understand the terms and conditions of this code of conduct.

I understand my obligations under this code of conduct and agree to comply fully with them whilst I am fulfilling my role at St Anne's Catholic Primary School.

Name: _____

Signed: _____

Date: _____

Any problems or difficulties please do not hesitate to ask.

Before you leave please do remember to sign out.

Living and working as Jesus taught us!