Child Protection
If you have any concerns that a student may be at risk of harm, report it immediately to the senior **designated person for child protection (Miss Alexandra O'Connor, or Mr Dan Williamson)** who can be contacted via the main school office. Do not discuss your concerns with the student, and do not carry out an investigation.

You will be asked to record your concern on a 'Cause for Concern' sheet. These are available on the board in the Staff Room or directly from the Headteacher.

If a student makes a disclosure to you, **do not promise confidentiality**. Explain that you will need to talk to someone else. Inform the designated senior person for child protection (Miss Alexandra O'Connor) of your concerns immediately.

Prevent
A Prevent Single Point of Contact (SPOC) has been identified to take the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism. Within Castle Camps Primary School this is: **Miss Alexandra O'Connor, Headteacher.**

For further guidance, the school's child protection policy and other key policies can be found on the school website under the 'policies' tab:

http://www.castlecampsschool.co.uk/policies

Key Information for Visitors

2026 - 2027

We ask all visitors read this important information carefully.

Everyone has a responsibility to make sure that our community at Castle Camps Primary School remains safe.

Castle Camps C. of E. (V.C.) Primary School
Church Lane
Castle Camps
Cambridgeshire
CB21 4TH

01799 584 270
office@castlecamps.cambs.sch.uk
http://www.castlecampsschool.co.uk

If you require further assistance, please contact the Office.

Welcome
We hope that your visit will be enjoyable, informative and safe. Please help us by reading and complying with the guidance below, which is intended to ensure your health and safety whilst at Castle Camps Primary School. 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 school **must report to the Office**. 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 students you will also be asked to produce your DBS certificate and/or other forms of identification.

If you are a regular visitor to the school, you will still need to sign in on each occasion. Please make sure you wear your badge and that it is clearly visible to staff and pupils.

Mobile Phones & Email Access
Mobile phones are to be switched off on site and not used in the classrooms, learning spaces or outside areas. Visitors are not permitted to access their personal emails/social media pages on site.

Fire & Evacuation
The Office staff 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.**
- The **assembly point** is the **back playground**
- Do not take any personal risks.
- You must not re-enter the building until told it is safe to do so.

Health & Safety
Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site. As a visitor to our school it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

Smoking
Castle Camps Primary School operates a no smoking policy. **Please do not smoke anywhere on the school site.**

Professional Conduct
All those who come into contact with children through their everyday work, whether paid or voluntary, are responsible for their own actions and behaviour. You should avoid any contact which would lead any reasonable person to question your motivation and intention. At Castle Camps we all have a duty to safeguard and promote the welfare of our children.

Safeguarding guidance for visitors to the school
Adults visiting or working on the school site play an important part in the life of the school. You can play a part in keeping students safe whilst working at, or visiting, the school by observing the following guidelines:

- Do not initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit.
- Do not give any personal information to students, such as your mobile number, email or address.
- Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites.

First Aid
If you need first aid or feel unwell please go to the School Office. Only staff that have been first aid trained are qualified to treat pupils.