

KEY SCHOOL CONTACTS

Headteacher	Mr K. Landrum
Assistant Headteacher	Mr E. Naylor
Senior Designated Person for Child Protection	Mrs K. Landrum
Deputy Designated Person for Child Protection	Mr E. Naylor
Assistant Designated Person for Child Protection	Mrs P. Wright
First Aid	All Staff
Health & Safety	Mr K. Landrum Miss J. Gilbert Mr G. Webb
Health & Safety Governor	Mr D. Chambers
Chair of Governing Body	Mr D. Chambers
Safeguarding Governor	Mrs C. Godwin

Please report any Child Protection or Health & Safety concerns to the Headteacher/Assistant Headteacher immediately.

Accidents must be reported to the main School Office where an Accident Report Form can be completed.

Fire Alarm

If the fire alarm sounds, please make your way out of the building calmly and promptly. Please go to the assembly points at the top of the playground.

Smoking is not permitted on any part of the school premises.

Please remember to sign out before leaving the premises, even if you are due to return to school on the same day

St Gerard's Catholic Primary & Nursery School

Lugsdale Road
Widnes
Cheshire
WA8 6DD

Tel: 0151 424 2879

Email: head.stgerards@halton.gov.uk

School Website:

www.st-gerards.halton.sch.uk/

Twitter:

@StGerardsWidnes

St. Gerard's Catholic Primary & Nursery School

Guided by God



Visitors Information Leaflet



Guided by God, St. Gerard's Catholic Primary & Nursery School is an inspiring and aspirational community where we learn to love, hope, dream and achieve

Welcome to St. Gerard's Catholic Primary & Nursery School.

We hope that your visit is a comfortable and enjoyable experience.

St. Gerard's Catholic Primary & Nursery School recognises and promotes its responsibilities for Child Protection and Health and Safety.

Child Protection

At St. Gerard's, our children enjoy meeting new people so we hope that you are made to feel welcome by our pupils as well as our staff.

Our children are frequently reminded about personal safety and child protection issues so you may find that children will be curious about your visit.

In accordance with current safeguarding guidelines, visitors who are not able to present proof of a valid DBS disclosure will be escorted at all times on their visit. We appreciate your understanding on this protocol.

Should you have a Child Protection concern, please ensure that this is reported to the main School Office immediately so that they can inform the appropriate member of staff.

Safeguarding

All visitors in school required to have a DBS when working with children.

Visitors will be asked to provide school with their DBS upon arrival.

Health & Safety

The Staff, children and Governors are aware of the need to feel secure and comfortable in their school.

We also ensure that our visitors are safe, but in a busy school environment, it is possible for accidents and unexpected events to occur.

Covid19

At St. Gerard's Catholic Primary & Nursery School, we ask for the support and understanding of our visitors in helping us to minimise the risk of Covid-19

Our main focus is for the safety and welfare of our pupils, their families and our staff. We continue to take guidance from the Department for Education and Public Health England.

- Office Staff or Headteacher will email a copy of the Visitor Risk Assessment prior to any visits, where practicable.
- Visitors/contractors to inform school if they have been to any countries or areas that are currently on lockdown in the past 14 days, if they or a member of their household have symptoms or tested positive **via email**.
- Please refer to signage on arrival.
- We do provide hand-washing facilities and hand sanitiser, this can be found on ALL doors around the school building.
- Although it is not a legal requirement anyone entering the school can wear a face covering if they wish to do so and are available if required
- Visitors will be asked if they can provide evidence of having had a LFT before coming to school or will be offered a LFT. (Regular outside providers / supply agencies will be expected to take part in LFT – Shared with the agencies / visitors prior to visiting)
- Those who refuse to be tested will be asked to wear a face covering in school.

Along with all members of St. Gerard's community, any visitors to the school should wash their hands with soap and water before leaving home and once they arrive at our school using the facilities and hand sanitiser provided. Once signed in, we would ask, and expect that you repeat good hand hygiene during your visit:

- You are requested to visit the nearest handwashing facility once signed in.
- Wash your hands often with soap and water throughout the day, especially prior to eating, for the recommended 20 seconds. Hand sanitiser is also located around the school building for you to use.
- In the event of coughing/sneezing – please use tissues, disposing of them immediately and then washing your hands.
- Avoid touching your eyes, nose and mouth with unwashed hands.

During your visit, unfortunately we are unable to offer our usual hospitality however you are welcome to bring a bottle of water or snack with you. If you wish to use the toilet facilities while on site, a member of staff will direct you.

If you start to present Covid-19 symptoms or feel unwell on site, please advise the member of staff you are visiting and go home immediately. A member of staff will sign you out at reception. You should seek a test and we ask that you contact the school to let us know if you have a positive or negative result.

If you have any complaints or concerns initial contact should be made to the Designated Safeguarding Lead (Headteacher).

If there is an occasion a member of staff/volunteer/visitors observes any activity that raises concern and needs advice and guidance please refer to www.education.gov.uk/contactus