



Creating Learners Without Limits

# Safeguarding Advice for Visitors



## Welcome to Victoria Primary Academy

On arrival at our school, you will be asked to provide visitor ID and DBS details.

If you can provide DBS information, you will be given a green lanyard to wear, with your visitor pass.

If you cannot provide these details, you will need to be accompanied by a member of staff throughout your visit, as indicated by a red lanyard.

Please do not be offended by this procedure, as it is part of our safeguarding policy.

Our staff all wear purple lanyards with their ID.



## Child Protection

No child should suffer harm of any form at home or at school.

The safeguarding of our children is of the highest importance and this leaflet explains that, as a visitor to our academy, you have a responsibility to make sure that all our children are safe.

If you are worried about the safety of any young person in our academy, you must report this to one of our named Designated Senior Persons (DSPs) immediately. The office will assist you with finding one of the DSPs



Mrs Hayley Scargill  
Principal  
**Senior Safeguarding Lead/  
Prevent Lead — Single point of contact**



Mrs Sarah Whiteman  
Vice Principal  
**Designated Safeguarding Lead**



Mrs Sally Spencer  
Assistant Principal  
**Senior Designated Person**



Mrs Jane Wall  
Assistant Principal  
**Senior Designated Person**



Mrs Rita Mahay  
Inclusion Officer  
**Senior Designated Person**



Mrs Rachel Spruce  
Inclusion Officer  
**Senior Designated Person**

## Parking

Please ensure you have parked with consideration for other users of this site. We share with Rowan Gate Primary and Highfield Nursery, and we all work together for the benefit of our children, so we appreciate you parking appropriately.

## Fire

If you hear our fire alarm, please proceed to the nearest fire exit and meet with the rest of the academy community on the MUGA. Teaching and administration staff will be given emergency registers when they arrive on the MUGA—please report to a member of the administration team.

## Anti-bullying

We will not tolerate bullying of any kind, of any member of our academy community. We believe our ethos of tolerance and respect encourages us to work together and support each other. We encourage you to support this ethos and work with us to help make our academy a positive environment to work in.



## Victoria Rules!

We all work hard to provide the best atmosphere for everyone in and around Victoria. If you are on our site, you are a role model for our children and we ask you to follow our academy rules.

Our rules have been written by the children and are for EVERYONE that shares our academy.

- Respect each other and work as a team
- Look after the school environment
- Help each other, try your best, never give up
- Listen to everyone and use kind words
- Stay safe, be calm
- Make the right choices, be positive

## Welcome

to

**Victoria Primary Academy,**

**part of the Hatton Academies Trust,**

**working alongside Sir Christopher Hatton**

## **CONTACTS**

**Principal:**

Mrs Hayley Scargill

**Vice Principal:**

Mrs Sarah Whiteman

## **VICTORIA PRIMARY ACADEMY**

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