

Safeguarding Precautions for All Adults in School

- If you notice an unknown adult in school without a **visitor badge**, do ask them why they are in school. If concerned, report to DSL.
- Ensure that **outside doors** are closed and locked when not in use.
- Ensure that **outside classroom doors** are closed and locked when the classroom is not in use.
- Ensure that the **carpark gates** are locked at playtimes and during outdoor lessons.
- Alert DSL if **anything of concern** from a safety point of view is seen or found around the school premises.
- If **parents are in school** without signing in at the office, ask them to go to the office or to wait outside depending on circumstances.
- Ensure that **outside doors** are closed and locked after dismissing children at the end of the day or from clubs.