

### Accidents/Illness

Should you have an accident or feel unwell during your visit, please report to the main reception. If you are unable to make your way to the reception, please inform a member of staff about your situation. You may be asked to complete an accident form and we would appreciate your cooperation in doing so.

### HOW DO I ENSURE THAT MY BEHAVIOUR IS ALWAYS APPROPRIATE?

Appropriate relationships with children should be based on mutual trust and respect. Children are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject them. Avoid being over familiar as this can be misinterpreted by a young person. If you are working with a student on their own, always ensure that the door is left open or that you can be visible to others. Never make arrangements to meet a student outside school hours without school or parental permission.

Do not photograph students, exchange emails or text messages, or give out your personal details. Respect personal space and don't lean too close to a student when you are in class or helping them around school.

### Supply Teaching Staff

If you are here as a supply teacher, we want to ensure your safety as well as our students. We ask you to ensure the following procedure is carried out.

If you have a tutor group cover on the day that the fire bell rings, please take your teaching class out following the evacuation instructions in your classroom and make your way to the 3G pitch. Once there, find your tutor group, line them up in alphabetical order and wait for the register to be brought to you. Assistance will be given in order to help you locate your tutor group.

Visitors who have logged their DBS number with The Telford Priory School will be issued with a black visitors lanyard. All other visitors will have a blue lanyard.

The Child Protection Policy Document can be found on the TPS website:

[www.telfordprioryschool.co.uk](http://www.telfordprioryschool.co.uk)

**Please ensure that you wear your lanyard at all times.**

### The Telford Priory School

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Wrockwardine Wood  
Telford  
TF2 7AB

Telephone: 01952 386400  
Email: [info@telfordprioryschool.co.uk](mailto:info@telfordprioryschool.co.uk)  
[www.telfordprioryschool.co.uk](http://www.telfordprioryschool.co.uk)



Welcome to  
The Telford Priory School

Information  
for visitors

Safeguarding  
&  
Emergency Evacuation  
Procedure



The implementation of the school's child protection and safeguarding policy ensures that TPS provides a safe environment in which students can learn and develop.

If you detect that a young person's safety is in jeopardy during your visit to TPS, please inform a member of staff immediately.

TPS have designated safeguarding leads and a referral can be made to them directly or via the school's reception.

Thank you in advance for helping ensure our students' safety and welfare.

Safeguarding is a priority at The Telford Priory School. Overleaf is our Designated Safeguarding team. Please do speak to any of the team if you have any concerns regarding the safety of our students.

**Stacey Jordan**  
Head Teacher



Stacey Jordan—Headteacher  
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Sarah Murdoch—Designated Snr Safeguarding Lead  
Deputy Head—Relationships  
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Rosei Neild—Lead DSL  
Designated Safeguarding Officer  
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Rachel Pitt  
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01952 386446



Gaynor Styles  
Asst Deputy Head—Relationships  
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## EMERGENCY EVACUATION PROCEDURE

In the event of the emergency evacuation bell ringing (one long continuous tone), please make your way to the 3G pitch (7.00am - 2.35pm) or Muster Point D after 2.35pm (entrance to athletics track). Do not collect your belongings. Make your way to the nearest fire exit details of which are located in all classrooms and throughout the school. Wait to be accounted for; please do not leave site before this has taken place. We operate a system of assisted evacuation for disabled persons and others who may need help in an emergency. Please speak to our reception staff and we will provide you with a suitable strategy.

We have trained members of staff who are able to assist you if it is necessary to evacuate. These members of staff will be constantly aware of your location in the premises, as they are with other persons. In the event of an emergency, we want to ensure that we provide you with assistance in the most appropriate way for you.

Staff will ensure that children in their care are evacuated safely. You must follow instructions given by staff for your own safe evacuation.