

## Year 4 - Staying Safe!

At Vicarage Park School, we deliver personal safety messages on a regular basis, for when you are in school, or out on school trips. For example, you need to know what dangers are associated with moving around the school buildings, using the playgrounds and other hazards such as traffic, water, fire and electricity.

When visitors come into school, many things need to be considered. Have a look at the table below, it shows some of the things you may need to consider when a visitor comes into school.

Who in school might need to do this?

Why do they need to do this?

<u>Things to consider</u>	<u>Greeting</u>	<u>Other</u>
Where will we meet? (In the hall, In a classroom In the playground)  Where will they sit?  Do they need any equipment?  Where will we sit? (On chairs, on the floor, on benches)  Do we need tables to work at?  What hazards might there be in the location chosen?	Who will greet them?  Who will check their identity?  Who will sign them in?  Who will show them where the toilets / kitchen facilities are?  Who will take them to the correct place?  Who will introduce the visitor to the children?	How long should the visitor take?  What if they overrun?  What will they be doing / saying?  Will they need any help from children, if so what kind of help will this be?  Who will finish the visit, show them out?  How will the children say thank you?