

Ysgol Gynradd Llanidloes

Safeguarding Information for Visitors Gwybodaeth Diogelu ar gyfer Ymwelwyr

Croeso i Ysgol Gynradd Llanidloes – you are very welcome.

The safeguarding of pupils is paramount at Ysgol Gynradd Llanidloes. Staff, parents and governors are committed to providing the safest possible environment where children can learn with confidence.

As a visitor to our school, please take some time to read the following safeguarding information in order to keep everyone safe at all times:

- **Visitors are required to sign in and sign out at the office hatch.**
- **Visitors are required to wear a visitors' badge at all times. Please collect a badge when you sign in and return it to when you sign out.**
- **The names of the *Designated Safeguarding Leads (DSLs)* are displayed on posters around the school. If you have any safeguarding concerns during your visit, please inform one of the DSLs immediately.**
- **Please take time to read the evacuation procedure; on hearing the fire alarm, please leave the building via the nearest safe exit.**
- **Visitors are not permitted to use mobile phones in the presence of children.**
- **Visitors are not permitted to enter the children's cloakrooms / toilets unaccompanied; if you are carrying out maintenance which requires you to enter a cloakroom or toilet area, please speak to the office staff.**
- **Please shut / lock doors and gates behind you as you found them. Padlocks on external gates should not be left unlocked, even for a short time, without prior arrangement with the office.**
- **Please do not let any other person into the main entrance; a member of staff will be happy to help.**

Diolch yn fawr.

Thank you very much for helping us keep everyone safe at Ysgol Gynradd Llanidloes.