

Visitors Procedures

- All visitors must sign in at the School Office.
- All visitors will be issued with a visitor's badge which must be displayed at all times.
- Visitors will be asked to provide identification.
- Visitors will be asked to remain under the supervision of a designated member of staff depending on DBS clearance.
- All visitors must sign out at the School Office before leaving.
- Visitors wishing to see a particular member of staff must have a pre-booked appointment.

Enhanced Disclosures

All staff and regular visitors/volunteer placements will require a Disclosure and Barring Service Enhanced Certificate. This is to help ensure that unsuitable people are prevented from working with young people. If you do not have a Disclosure and Barring Service Enhanced Certificate, you are not allowed to work unsupervised with our pupils and will be under the direct supervision of an allocated member of staff for the duration of your visit.

Our Approach to Safeguarding Children

We ensure all staff are aware of their safeguarding and child protection responsibilities and that they are able to identify children and young people where concerns about their safety and welfare arise.

We ensure all staff and pupils know how to raise issues with any member of staff, and the Designated Safeguarding Lead. Concerns will be taken seriously.

There will always be a Designated Safeguarding Lead on site and they will have appropriate training and understanding of how to manage concerns in an effective way with the welfare of children and young people as their primary focus.

Safeguarding is Defined as...

- Protecting children from being maltreated.
- Preventing a child facing impairment of their development or physical or mental health.
- Making sure that children are given care in their childhood that's safe and effective.
- Taking action to ensure children get the best possible outcomes and life chances.

Safeguarding Information for Visitors and Volunteers

The information enclosed outlines how we as a school and a community work together to keep our pupils safe.

The Governors and staff at our school are fully committed to promoting the welfare of children and protecting children from harm.

We recognise that all members of the school community will at all times play a full and active part in protecting our children from harm.

The following policies are linked to the information contained in this leaflet:

Safeguarding
Keeping Children Safe in Education (DfE)
PSHCE
Health and Safety
Positive Handling
Attendance
Relationships and Sex Education
Anti-bullying & Behaviour
Medicines in Schools
Whistleblowing
Acceptable Use Policy

Safeguarding

If a child discloses they might be subject to abuse:

- React calmly.
- Listen carefully to the child, particularly what is said.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- Do not ask leading questions or make judgements. Clarify and check your concern if you feel that you are not sure, by using, for example, "tell, explain, describe or outline" but as soon as you believe that there might be a genuine issue, ask no further questions. This would compromise further enquiries.
- Reassure the child that they are doing the right thing.
- Record carefully what the child says in their own words on a red form (available from the school office or the allocated staff member who is your key point of contact).
- Hand the red form directly to the allocated staff member who is your key point of contact in order that this can be immediately given to a Designated Safeguarding Lead.

Visitor Code of Conduct

- Treat everyone with respect and respect the use of school shared spaces when working.
- Be careful how you interact with or speak to a child, the child may interpret it differently.
- Act as a positive role model at all times, displaying high standards in the use of language, manner, punctuality and preparation.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others. It's best not to do anything for a child that he or she can do for himself or herself.
- Ensure you are visible by a member of staff if you are working with children.
- Do not leave equipment unattended and ensure information confidentiality is observed.

E-Safety

Mobile Phones: To protect our children please do not have your phone out or use it during your time at our school. If this is an issue please contact a member of senior staff on arrival.

Photographs: Under no circumstances should you take photographs of our children whilst at our school.

Child Protection: Our children are frequently reminded about personal safety and child protection issues. If staff or children approach you, please confirm you are visiting the school. Your visitor badge must be clearly visible at all times.

Health and Safety

Fire: Please make yourself aware of the nearest fire exit when you arrive. In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff at the meeting point. Do not enter the building again unless you are informed by a member of staff that it is safe to do so.

Accidents and Illness: Should you have an accident or feel unwell during your visit, please report to the Finance Office. If you are unable to make your way to the office please inform a staff member. All accidents will be logged in the accident book.

Comfort Break: Should you require a comfort break during your visit a member of staff will be happy to direct you to our adult facilities.