



Visitor Safeguarding Information

Please take a moment to read this leaflet. We are committed to safeguarding and promoting the welfare of our young people and this requires all staff and visitors to share this commitment.

This leaflet is information about our child protection procedures and guidance on what you should do if you have any concerns.

Please sign in on arrival and collect your visitor badge.

Please wear the badge at all times to avoid being challenged by a member of staff.

Remain with your host at all times unless we confirm that we have had prior DBS clearance for you.

General Information

Fire and Emergency Evacuation:
If the fire alarm sounds, please leave the building immediately by the nearest exit and assemble on the playground. Our staff will direct you.

First Aid:
Please ask at Reception if you need assistance.

Accidents and Incidents:
Please report these to Reception who will inform senior staff.

Access to the Internet:
All users of the school systems and Wi-Fi must comply with the Acceptable Use Policy. Please ask Reception for details.

Toilets:
Adult toilets are available in the main corridor by Little Harts. Please ask staff for directions.

Disclosure by a child

If a student discloses information about significant harm you should:

- Listen
- Tell the child that you need to tell someone else - you cannot promise confidentially
- Make accurate notes of what has been said by the child and pass this immediately to the Designated Safeguarding Lead or a member of staff

It is not your responsibility to investigate. It is everyone's responsibility to report it to the DSL.

Designated Safeguarding Lead:

Katey Thompson – Headteacher

Deputy Safeguarding Lead:

Antonia Robinson – Deputy Head

Toni Toombs - Family Worker