

Birkdale High School



Birkdale
High School

Aspire - Thrive - Succeed

Safeguarding Information for Visitors Policy



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Date of Policy: June 2015
Members of staff responsible: Assistant Headteacher (Mr Pryor)
Review date: June 2017 – every 2 years

Safeguarding Information for visitors

All Visitors must recognise that the safety and wellbeing of students is our paramount concern.

Any Child protection concern must be reported to the Designated Child protection officer.

Designated Staff members for Child Protection:

Designated Child Protection Officer: Assistant Head teacher (Pastoral) : Mr D Pryor

School Governor responsible for Safeguarding: Mrs R Pickett

Head teacher : Mr G Bourgade

Lead Pastoral Worker: Mrs J Donker

Keeping Children Safe

We can all play a part in keeping children safe whilst working on or visiting the school site. This is whether you are directly employed by the school, or working as a contractor or sub-contractor, or a volunteer.

Keeping Ourselves Safe

We must also take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on the school site, whatever your role. To keep yourself safe please follow the guidelines overleaf:

Do's.....

Do wear your visitors', governors or staff badge at all times.

Do treat all children politely.

Do read the code of conduct and behaviour guidance.

Do report any unacceptable behaviour from a pupil to the Pastoral Team or to the Head of Department.

Do be aware that contact made outside of the school environment as a result of you coming in contact with a student whilst you are on school site is not permitted unless express permission has been given.

Don'ts.....

Do not instigate verbal or physical contact with a student unless it is appropriate and a part of an agreed reason for your visit.

Do not respond to verbal or physical contact from a student. If this occurs, or you have any other concerns about the behaviour of a student, then report it to the member of school staff who is working with you.

Do not give any personal information to any student, for example your name, address, telephone or mobile number, e-mail address or personal websites.

Do not accept or respond to a student attempting to give you personal information, for example their name, address, telephone or mobile number, e-mail address or personal websites.

Do not accept physical or verbal abuse from a student. DO NOT respond yourself, but report it immediately to a senior member of staff.

Do not be in an unsupervised one to one situation with a student.

If a student discloses information to you,

Do Not:

Promise confidentiality.

Ask leading questions.

Investigate.

Do:

Listen

Reassure the child.

Tell them you will have to inform the Designated Child Protection Officer - Mr D Pryor.

Make a written record/account as the child recounts their disclosure to you and ensure you record the time and date.

Report your concerns to the member of staff who is working with you. They will report this to the designated person.

Use TED—**T**ell me, **E**xplain to me and **D**escribe to me

Safety Information for Visitors

We hope that your visit will be enjoyable, informative and safe. Please help us by reading and complying with the guidance contained in this leaflet, which is intended to ensure your health and safety whilst at Birkdale High School. If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.

Security

All visitors and contractors coming in to the school must report to Reception. As a visitor you will be issued with a badge that must be worn prominently so that staff and students can see you are a visitor. **Upon accepting the visitors badge you are declaring that you have read the safeguarding information for visitors and accept them.** Dependent on circumstances, if you are working with students you will also be asked to produce your DBS certificate and/or other forms of identification. Please make sure you wear your badge and that it is clearly visible to staff and students.

Fire & Evacuation

- Your host will explain what to do in the case of emergencies and fire alarms.
- The alarm is a continuous bell. You must leave the building by the nearest exit.
- Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the administration staff.
- The assembly point is the school field.
- Do not take any personal risks.
- You must not re-enter the building until told it is safe to do so.

First Aid

If you need first aid or feel unwell please report to the nearest member of staff or reception.

Health & Safety

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site. As a visitor to our school it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act 1974. Version 3 September 2014

Smoking

Birkdale High School operates a no smoking policy. You are not allowed to smoke anywhere on the school site.