



Visitors Safeguarding and Confidentiality Agreement

Our school community has a duty to safeguard and promote the welfare of our students. If you have any concerns linked to safeguarding then please report back to the main reception or inform one of the following designated safeguarding lead officers:

Lauren Newman

Kate Rees

Irfan Ally

All visitors who sign the 'visitors' book agree to the following:

General safety - Visitors and Contractors should;

- Sign in / out at reception and wear identification badge at all times, returning it on leaving our school
- Only work in agreed areas and not in areas where students are working / playing
- Only use designated staff toilets
- Be a positive role model and treat all students and staff with respect
- Not photograph or film students, exchange email addresses, text messages or give out any other personal details
- Not touch any student unless it becomes necessary for their own wellbeing and safety
- Not share any information disclosed in school about a student or member of staff
- Be aware that CCTV is in operation across the school site

Fire Evacuation and Health and Safety - Visitors and Contractors should;

- Be informed of any planned fire alarms
- Proceed to the main car park at the front of the school near the main entrance if the alarm sounds
- Report any health and safety concerns to the receptionist

Student disclosure or child protection concern - Visitors and Contractors should;

- Stay calm and listen carefully
- Reassure the child they have done the right thing in telling you
- Not investigate, ask leading questions or promise to keep a secret
- Keep a note of the facts you were told
- Inform a member of staff as soon as possible, ideally the designated safeguarding officers

E-Safety – Visitors and Contractors should not;

- Use cameras or recording equipment without the permission of a senior member of staff
- Put any photograph or film of a school event on social media without the express permission of each child included
- Upload from or download any information from the school network without permission
- Access, copy, remove or otherwise alter any other user's network files
- Use IT hardware and / or the school IT network for any personal use

If you have a safeguarding concern about an adult in school, please contact the Headteacher. If you have a safeguarding concern about the Headteacher, please contact Bill Davies (Chair of Governors) via the main reception. If you ever have concerns about any child, you can contact Children's Services Social Care direct on: 01443 425006 or out of hours: 01443 743665.