

VISITOR GUIDANCE

Safeguarding Guidance for Visitors to the School

Adults visiting or working on the school site play an important part in the life of the school. You can play a part in keeping students safe whilst working at, or visiting the school, by observing the following guidelines:

- Do not initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit.
- Do not give any personal information to students, such as your mobile number or address, or your personal email address.
- Only provide your professional work email if it is necessary as part of the reason for your visit.
- Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites.
- If you have any concerns that a student may be at risk of harm, report it immediately to a member of the safeguarding team, who can be contacted via staff on our reception. Do not discuss your concerns with the student and do not carry out an investigation.
- See overleaf for how to report a concern.

Safeguarding is everyone's business: it is up to all of us to keep children safe.

A key priority for The Suthers School is that all adults work with our students to take account of safeguarding and promote the welfare of children and young people as outlined in Keeping Children Safe in Education (2022). This is ensured by:

- Carrying out Criminal Records Bureau checks on all who regularly deal directly with students or who have access to their personal information.
- Developing recruitment practice in line with guidance on Safer Recruitment practices.
- Working to promote a safe culture where there is a common understanding of risk management and judgement in relation to safeguarding.
- Ensuring allegations are dealt with quickly, fairly and with transparency, and staff operate safe practice that does not leave them open to misunderstandings or malicious allegations.
- Giving staff guidance and training to enable them to recognise concerns about children and take responsibility for acting quickly on those concerns.
- Communicating child protection procedures to all staff, parents/carers and visitors.



VISITOR GUIDANCE

Welcome to The Suthers School. We hope that your visit will be enjoyable 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 The Suthers School, along with all who are on the school site.

If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.

If you think a child is at risk, please report it to a member of the safeguarding team immediately in person or via email safeguarding@suthersschool.co.uk



Mr D Lynas
Assistant Head Teacher
Lead DSL



Mr K Cochrane
Assistant Head Teacher
Deputy Lead DSL



Miss N Watkin
Head Teacher
DSL



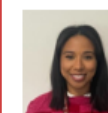
Mrs S Halls-Daily
SENDCO
DSL



Miss K Bentley
Assistant SENDCO
DSL



Mrs W Redmond
Senior Pastoral Leader
DSL Year 10/11



Miss K Watson
Pastoral Leader
DSL Year 7



Mr M Leggett
Pastoral Leader
DSL Year 8



Mr P Moon
Pastoral Leader
DSL Year 9



Miss R Humber
Designated Teacher
for LAC/PLAC
DSL

VISITOR GUIDANCE

Security

All visitors and contractors coming on to the school site must report to reception.

Upon arrival, please sign in using our signing in system. Here you will be issued with a visitor lanyard. Please ensure that this is worn throughout the duration of your visit. If it is your first visit, or you are going to be coming into contact with a student, you may be asked to provide a form of identification.

You must electronically sign in on each occasion you visit the school and you will be escorted by a member of staff.

Please log out of our visitor system at the end of your visit and return the lanyard and holder.

If you are to be working unsupervised with students, the school receptionist will ask you to produce your DBS certificate or details thereof, together with proof of identification, i.e. a Passport or Driving Licence. This will then be verified by a member of staff arranging your visit. Without this you may not be granted access.

Photographs

Visitors are prohibited from taking photographs whilst on the school site, unless given specific permission from a member of the Senior Leadership Team.

Please note:

Visitors are not permitted to go into learning spaces unless a member of staff is present or prior authorisation has been given. Food and drink must only be consumed in the refectory and staff room.

Fire & Evacuation

Your host will explain what to do in the case of emergencies and fire alarms:

The **Fire** Alarm is a continuous sound. 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 on the MUGA (Multi use games area) and visitors are just inside the entrance.

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 go to the Main Reception on the ground floor.

Smoking

The Suthers School operates a no smoking policy. Please do not smoke anywhere on the school site.



**The Suthers School, Cross Lane, Fernwood, Newark
NG24 3NH • 01636 957690**

Reporting a concern

What should I do if I am worried about a student?

If whilst working with a student you become concerned about:

- **Comments made by the student**
- **Marks or bruising on the student**
- **Changes in the student's behaviour or demeanor**

Report it immediately to a member of the safeguarding team, who can be contacted via staff on our reception. Do not discuss your concerns with the student and do not carry out an investigation.

What should I do if a student discloses that they are being harmed?

- Listen to what is being said, whilst remaining calm
- Allow the student to speak freely, listen and do not ask leading questions
- Keep questions to a minimum and of an open nature
- Under no circumstances ask investigating questions
- Reassure the student that they are not to blame and that telling you was the right thing to do.
- Ensure the student is aware that anything they say cannot be kept confidential, that you will need to share it with a member of the Safeguarding Team

Record details of the disclosure immediately in writing, including where possible the exact words or phrases used by the student. Report your concerns and give your written records to a member of the Safeguarding Team as soon as possible. Seek support if you feel distressed.

What if the allegation is about a member of staff?

Refer the concern immediately to the Head of School. This can be done via school reception.