

# Manor School Safeguarding Information for visitors

June 2015

## **Safety Information for Visitors**

We hope that your visit to Manor School 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 safety at Manor 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 asked to sign in and be issued with identification that must be worn prominently so that staff and pupils can see you are a visitor. 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.

If you are a regular visitor to the school, you will need to sign in on each occasion.

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 in the playground next to the Key Stage 2 dining hall..
- 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 go to the first aid room on the bottom floor or call 221 from the internal phones to a member of our admin staff who will be able to help you.

### **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

### **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:

- Please do not initiate verbal or physical contact with students unless it is part of the agreed reason for your visit.

- If you have any concerns that a student may be at risk of harm, report it immediately to the senior designated person for child protection (Louise Kimber) or the Head Teacher (Jayne Jardine) who can both be contacted via the main school office. Do not discuss your concerns with any pupil or other member of staff, and do not carry out an investigation.
- If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the designated senior person for child protection (Louise Kimber or Jayne Jardine) of your concerns immediately.
- Visitors are not permitted to use mobile phones or other personal devices whilst on school premises.

For further guidance, the school's safeguarding policy can be found on the school website.

**Thank you for helping to keep Manor School a safe place for everyone.**

- **It is the responsibility of everyone (including visitors) in school to keep children safe.**
- **Should you have any safeguarding concerns you are responsible for reporting these to Louise Kimber (Deputy Head and Designated Lead for Safeguarding).**



**Louise Kimber**