

Hartford Church of England High School

Guidance for Visitors

Hartford Church of England High School is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment.

We aim to provide a safe and secure environment for our pupils, staff, volunteers and visitors. We are committed to safeguarding and meeting the needs of young people. The information below outlines what is expected of you and will provide some useful advice and information.

Keeping everyone safe

We hope you have an enjoyable visit, but our main priority is to ensure that everyone who visits our school is aware of their responsibilities towards making sure all young people are safe. As a visitor it is important that you remember the following:

- If you are working in a 1:1 situation with a pupil, the school must have confirmation from your organisation that they have conducted all the necessary safeguarding checks including an Enhanced DBS disclosure.
- Do not have any physical contact with any pupil.
- Never exchange personal contact details with a pupil, or agree to meet a child outside the school environment.
- Cameras/taking of photographs are not permitted within the school unless prior approval has been sought.
- If a child has a conversation with you which leads you to think they are being harmed or their safety is at risk, you have a duty to pass the information on to protect the child. Please inform Ms L Naylor, Deputy Headteacher or Mr S Cuthill, Deputy Safeguarding Lead.

Security of Students, Staff, Volunteers and Visitors

All members of staff wear photo ID badges at all times. All visitors should report to reception on arrival and sign in as a visitor showing proof of ID if appropriate. All visitors will be issued with a Visitor pass on a lanyard which should be worn and visible at all times.

Health and Safety for Visitors

While on site, you are legally responsible for taking reasonable care of your own health and safety and the safety of others affected by your activities. If you have any concerns regarding health and safety please raise it with a member of staff or reception who can then pass this information on to the relevant person to address.

Hartford Church of England High School is a No Smoking Site.

Fire Evacuation and Lockdown Procedures

If you have a medical condition that might restrict your ability to exit the building in an emergency please inform your host in confidence.

- All visitors must sign in on arrival at Reception and sign out when they leave.
- Please read the Emergency Evacuation and Lockdown Procedures that are in classrooms and offices.

- In the event of a fire the alarm will sound; please proceed to the assembly point with your host.
- You will be advised when re-entry is permissible.

The Lockdown procedure will be activated when it is not safe for pupils, staff or visitors to move between classrooms and /or between buildings.

- Lockdown procedure will be signalled by:
 - Caritas /Music & Pastoral by 5 short bursts of the school bell
 - Veritas by 6-8 rings
 - ROSLA by the sounding of the Air Horn
- On hearing the lock down alarm all pupils and teachers will be confined to their classrooms until notification through the all-clear signal.
- Visitors should remain in their current location inside the office or classroom. If you are not in a room you should enter and remain inside the nearest adjacent classroom or office.
- Stay inside until the all clear is given:
 - Caritas /Music & Pastoral by 3 short bursts of the school bell
 - Veritas by a two tone sound
 - ROSLA communicated via the Fire Warden

First Aid Procedures

A list of the School's First Aiders is displayed in classrooms and in the main school office. In the event of injury or illness please inform a member of staff or contact reception (telephone 300) where first aid will be arranged. All accidents must be reported to the Operations Manager (Mrs J Williams) or the Estate Manager (Mr R Astles).

Whistle Blowing

Hartford Church of England High School aims to create a safe and secure environment for all. To support this we have a Whistle Blowing Policy in place which explains clearly the steps you should take if you have a concern about the work of the School or any improper conduct. The full policy can be found on our website.

CONTACTS

Headteacher: Mrs R Pickerill

Designated Safeguarding Lead: Ms L Naylor

Chair of Governors: Mr J Hunns

Governor with Responsibility for Safeguarding: Mrs T Ames

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