

Safety and Safeguarding Guidelines for Visitors

Please take the time to read and familiarise yourself with the following information:

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children, their families and carers has a role to play in safeguarding children. The Whitstable School has a duty to work with the local authority and specialist children's departments to ensure that at all times the best interests of our students are met.

Procedure for Visiting School

On arrival visitors will be asked to produce ID if they are not known to the school. This applies to any outside providers, such as: regular contractors, supply staff and students that undertake training at our school.

Visitors must sign in and out at reception, wear a visitors badge and be accompanied by a member of staff at all times while on school premises.

Visitors cleared to *work* within the school must sign in and out at reception and will receive a visitor's lanyard, which we ask that you wear at all times whilst in school and return to reception when you leave.

Safety Checks

For the children's safety, all visitors, contractors and volunteers are required to have police clearance (DBS check) before they *work* in the school, this should be provided by the employer and sent direct to the school. The Headteacher has the authority not to accept the help of volunteers or allow entry to visitors if she believes it will not be in the best interests of the school.

Confidentiality and Data Protection

Photography and analogue or digital recording in any form will only be permitted at the discretion of the Headteacher. Permission from the Headteacher must be sought on all occasions. This is to comply with GDPR regulations and maintain confidentiality of staff and students.

Also, to preserve confidentiality, visitors must not pass on any information obtained on their visit to anyone who does not need to know the information.

Safeguarding Concerns

If you think a child is in need because they are suffering or are likely to suffer significant harm you **MUST** do the following:

1. Make a note of what you have seen or been told
2. Don't make assumptions, keep an open mind
3. Do not question the child
4. Don't physically examine the child
5. Never promise to keep secrets
6. Be discreet – do not say anything that may place the child or yourself at risk
7. Act quickly and share the information with the Designated Persons (contactable via reception) within the school.

Designated Safeguarding Leads: Miss L Murphy & Mr D Chaplin

Respect

We expect visitors to show respect and concern for others by supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community.

We will not tolerate disruptive behaviour which interferes with the operation of reception, a classroom or any other part of the school and its grounds. This includes using loud and/or offensive language or displaying temper.