

Safeguarding Information for Visitors

Our Designated Safeguarding and Child Protection Leads

at Blanche Nevile School are:



Katy Whitney
Highgate Primary School



Jude Mann
Home School Liaison Officer



Kathryn McCarthy
Acting Assistant Deputy Head
Primary Department



Laila Doobeh
English Coordinator
Secondary Department



Geraldine Santiago
Headteacher



Tarhe Ibehre
Governor/e-Safety Governor

Blanche Nevile School takes pride in safeguarding all students, staff and visitors entering the school premises.

Please read the following to make yourself aware of the procedures outlined.

1. Please sign in at Reception upon entering the premises.
2. Please ensure your visitor sticker is clearly displayed.
3. Please sign out at Reception when leaving the premises.
4. You must be accompanied by a member of staff at all times. If for any reason you become separated from a member of staff, please make your way to the main reception immediately.
5. If you are working with students you will also be asked to produce your DBS certificate and/or other forms of identification.
6. If you are a regular visitor to the school, you will need to sign in on each occasion. Please make sure you wear your ID badge and that it is clearly visible to staff and students.

Safeguarding Guidance for Visitors to the School

If you have a safeguarding or Child Protection concern:

If whilst on the premises you become concerned about the wellbeing, protection or safeguarding of a pupil, please report to the main reception, where you will be asked to fill out a Child Protection reporting form. This will then be passed to one of our Designated Safeguarding and Child Protection Leads as shown on the front of this booklet. Do not discuss your concerns with the student, and do not carry out an investigation.

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 part of the agreed reason for your visit.
- Do not give any personal information to students, such as your mobile number or address.
- Do not provide students with your personal email address.
- Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites.
- 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 Safeguarding and Child Protection Lead on site of your concerns immediately via the school office.

Fire and 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.
- 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 main Reception and ask for help.

Health and 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 and Safety at Work Act 1974.

Smoking

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