



# Charles Darwin School

Aspire - Endeavour - Achieve

## Safeguarding and Safety Information for Visitors September 2023



### Protocol for visitors:

Please adhere to any Covid requirements.

Upon arrival at Reception you will be issued with this booklet.

By signing in you are acknowledging that you have read the information enclosed within and that you will wear the visitor's badge at all times whilst on school site.

# Safeguarding and Safety Information for Visitors

We hope that your visit will be enjoyable, informative and safe.

Please help us by reading and complying with the guidance contained within this leaflet, which is intended to ensure your health and safety whilst at Charles Darwin School. If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.

## Car Park

There is limited visitor parking on the school site and vehicles are parked at the owner's risk. Please keep to designated parking areas and drive slowly whilst on school grounds. Visitors will be required to enter their vehicle registration number and the person they are visiting when signing-in at main reception.

## Security

All visitors and contractors coming into the school must report to main reception.

As a visitor you will be asked to sign-in and you will be issued with a visitor's badge that must be worn prominently so that staff and students can see that you are a visitor.

## Fire and Evacuation

All rooms across the school have a copy of the fire and evacuation procedures to be followed in the event of a fire alarm. If the fire alarm sounds please leave the building by the nearest exit.

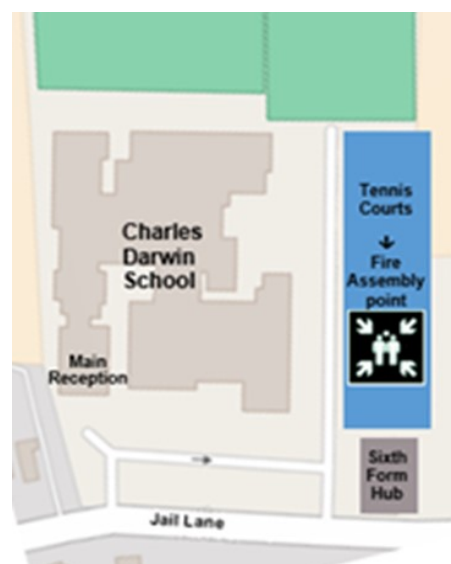
Remain with your host as they will escort you to the assembly point (tennis courts at the side of the school) and ensure that you are recorded present.

Do not take any personal risks.

You must not re-enter the building until told it is safe to do so.

## Lockdown Procedure

In the event of a full lockdown you will hear 10 rings on the school bell. Remain in the room you are in, out of sight. If with students - remain silent and out of sight. When it is all clear there will be a further 10 rings on the school bell.



## Smoking

Smoking is not permitted anywhere or at any time on the school site.

## 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 part of the agreed reason for your visit to the school.
- Do not give any personal information to students with your personal mobile phone number or address. Do not provide students with your personal email address and 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 **Mrs Louise Rees, Deputy Head – Designated Safeguarding Lead** or to one of the **Deputy Safeguarding Officers: Mrs Julie Gater, Year 10/11 Pastoral Manager, Mrs Jo Haywood, Year 8/9 Pastoral Manager or Mrs Rebecca Kearney, Head of Sixth Form**. Please ask at main reception for advice as to where these staff can be found, emphasising you have a safeguarding concern. Do not discuss your concerns with the student and do not carry out any investigation.
- If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform one of the named Safeguarding Officers of your concerns immediately.
- All visiting speakers to the school will be accompanied by a member of staff for the duration of their visit. **Please remain with this member of staff.**

For further guidance, the schools' Safeguarding and Child Protection policy can be found on the school website: [www.cdarwin.com](http://www.cdarwin.com)

## First Aid

If you need first aid or feel unwell, please contact Mrs Booth, Lead First Aider on Ext 233 or Student Services on Ext 261. The school's first aid room is located in the Student Services corridor.

## Health and Safety

Visiting contractors must ensure 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 in meeting the requirements of the Health and Safety at Work Act.

All contractors should report to the Site Manager or a member of the Site Team. Whilst on site, contractors are required to wear a visitor identification badge at all times.

## Safeguarding Key Staff

Mrs Louise Rees	Deputy Head - Designated Safeguarding Lead (DSL)	Ext 231 Lre@cdarwin.com
Mrs Julie Gater	Pastoral Manager Years 10/11 - Deputy DSL	Ext 258
Mrs Jo Haywood	Pastoral Manager Years 8/9 - Deputy DSL Lead	Ext 237
Miss Nikki Dobney	Year 7 Achievement Co-ordinator	Ext 284
Miss Amie Gillespie	Year 8 Achievement Co-ordinator	Ext 249
Mrs Nicola Tsang	Year 9 Achievement Co-ordinator	Ext 209
Miss Louisa Davies	Year 10 Achievement Co-ordinator	Ext 259
Miss Clarissa Zysemil	Year 11 Achievement Co-ordinator	Ext 262
Mrs Helen Hartley	Chair of Governors, Link Governor for Safeguarding	hhartley.tr@cdarwin.com

**For further information, please see the following:**

[www.cdarwin.com](http://www.cdarwin.com) Safeguarding Children & Young People policy

[www.gov.uk](http://www.gov.uk) Keeping Children Safe in Education - latest edition, September 2021

*Charles Darwin School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment*

We regularly reflect on our Safeguarding practice. Please email Mrs L Rees (DSL), if you have any suggestions as to how we can further improve this practice.