



Villa Real School
together we achieve

Safeguarding Guidance for Visitors Policy 2021

Responsibility: Jill Bowe

Date: December 2020

Signed & Adopted by the Governing Body:

Chair of Governors

Date: 18.01.2021

Date to be reviewed: January 2022

SAFEGUARDING GUIDANCE FOR VISITORS TO THE SETTING

Safeguarding is 'everyone's business' and as part of accessing our site and working where there are pupils and students we would respectfully ask that to keep pupils and students safe and to keep yourself safe that you follow our guidelines below:

- Please observe the visitors signing in and out procedures and ensure your visitors badge is worn throughout your visit
- Make yourself familiar with the fire evacuation and lock down procedures
- Adhere to the personal mobile device guidance

CONCERNS

- If you see or hear any incident of harm, behaviour or conduct relating to any of our pupils or students that you report it immediately to the Designated Safeguarding Leads who are Jill Bowe, Louise Burns, Paula Emmerson, Natalie Fitzpatrick and Jamie Hall
- If you see or hear any incident of harm or conduct relating to any of our staff that you report it immediately to the Headteacher who is Jill Bowe or the Designated Safeguarding Leads
- If you see or are concerned of any issues of a health and safety nature for example broken equipment or a dangerous area to pupils and students that you report it immediately to the School reception

CONDUCT

- Whilst you are in the building if you are not directly working with pupils or students that you do not verbally or physically interact with the pupils or students
- Whilst you are in the building that if you are supervised by another member of staff (DBS dependent) that you do not move around the building without being escorted by that member of staff
- Whilst you are in the building your personal mobile phone is switched off and not used on the premises (if circumstances are otherwise please declare this at the main reception). Under no circumstances should your mobile technology or any other equipment be used to take photographs or videos of the pupils or students
- Whilst you are in the building you maintain professional conduct at all times with staff, pupils and students

HEALTH AND SAFETY

- Whilst you are in the building, if there is a fire alarm that you follow the School's procedures to leave the premises by the nearest exit to you. This will be shown to you when you are escorted to the designated area you are working in
- Whilst you are in the building that you comply with all health and safety procedures
- Whilst in the building if an incident or accident occurs whilst on site either, yourself or another please report it immediately to the reception or inform the Designated Safeguarding Lead/Headteacher. If you require medical attention whilst on your visit, First Aid is located in the main reception or medical room
- That when you enter or exit the building you sign in and out using the visitor's signing in system
- Whilst you are on the premises you wear your visitors badge at all times and it is clearly visible to staff, pupils and students

The Headteacher is Jill Bowe

The Designated Leads for the Setting are:

Jill Bowe, Louise Burns, Paula Emmerson, Natalie Fitzpatrick and Jamie Hall

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