



St Gregory the Great School

Safeguarding and Safety Information for visitors

Please take a few moments to read this leaflet. We are committed to safeguarding and promoting the welfare of our young people and this requires all staff and visitors to demonstrably share this commitment.

Contained in this leaflet is information about our child protection procedures and guidance on what you should do if you have any concerns.

Please sign in on arrival and collect your visitors badge. Please wear the badge at all times and ensure it is visible to avoid being challenged by staff or students.

On departure please sign out and return your badge.

Thank you for helping to keep St
Gregory the Great School safe.

Safety Information for visitors

Welcome to St Gregory the Great School, we hope you have an enjoyable visit.

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

Security

All visitors and contractors coming in to the school must report to Reception.

Please sign and ensure the lanyard provided is clearly visible to staff and students.

The school receptionist will ask you to produce proof of identification, i.e Passport or driving licence. Without this you may not be granted access.

You must sign in on each occasion you visit the school.

Please sign out at the end of your visit and return the lanyard and holder to the receptionist or if your visit ends after 4pm into the clearly marked box.

Photographs

Visitors are prohibited from taking photographs whilst on the school site.

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.
- The assembly point is the tennis courts behind the main School building (the rotunda).
- Do not take any personal risks.
- You must not re-enter the building until told it is safe to do so.

Health and Safety

Health & 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 & Safety at Work Act 1974.

Smoking

St Gregory the Great school operates a no smoking policy. Please do not smoke anywhere on the school site.

Safeguarding Guidance for visitors

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 a 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, 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 the senior designated person for child protection who can be contacted via the main school office. Do not discuss your concerns with the student, and do not carry out an investigation.
- 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 senior person for child protection of your concerns immediately. For further guidance, the school's child protection policy can be found on the school website under the 'policies' tab, or from main reception.



St Gregory the Great School Secondary Safeguarding Team

Safeguarding is everyone's responsibility

At St Gregory the Great School we are committed to the safety and happiness of all our children. You must share your concerns without delay.

If you are concerned about a child ,
please ask to talk to our **Designated
Safeguarding Lead:**

Mrs Pauline Wileman
Assistant Principal



Our **Deputy designated Leads:**



Miss Zoe Barnes—Senior Teacher



Mrs Heather Pallier —Deputy
Headteacher

You can also speak to any of our **Pastoral Managers:**

Donna Jewell
Sheila Mold

**Are you
concerned
about a child?**

myconcern



®