

### Safety Information for Visitors

Welcome to Harlington School. Please help us by reading and complying with the guidance contained in this leaflet, which is intended to ensure your health and safety as well as the students and staff at Harlington 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 in electronically and ensure that your visitor ID is clearly visible to staff and students.
- \* You must sign in on each occasion you visit the school.
- \* You will be met at reception – please do not enter the school without your host.
- \* Please sign out as you leave the building

#### \* Photographs

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

#### \* Fire & Evacuation

- \* Your host will explain what to do in the case of emergencies and fire alarms.
- \* The alarm is a second 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 at the rear of the school, on the playing fields behind GOALS
- \* Do not take any personal risks.
- \* You must not re-enter the building until told it is safe to do so.

Keep them safe



### First Aid

If you need first aid or feel unwell please let your host know, or go to the front reception, where the receptionist will summon a First Aider.

### 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.

### 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 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 a member of the safeguarding team. 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.

**Thank you for helping us to keep Harlington School safe.**

## Safeguarding @ Harlington School

Harlington School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

If you have any concerns  
about a child's safety,  
please ask to speak  
immediately to a member  
of the Safeguarding team.

Thank you

We expect visitors to treat staff and students with respect. Anyone who displays aggressive or intimidating verbal or physical behaviour will be asked to leave immediately. Thank you in advance for your co-operation.

Learning at our Heart, at the Heart of our  
Community

## Safeguarding Statement

Harlington School is committed to keeping our students safe. We do this by providing a safe environment for young people to learn and by identifying children who are, or may be at risk of, suffering harm,

To achieve this, we have systems in place which are designed to:

- ◆ Create and maintain a safe learning environment.
- ◆ Identify child protection or safeguarding concerns and take appropriate action.
- ◆ Use the curriculum to enable our students to make safe and informed decisions;
- ◆ Operate safer recruitment and selection procedures to prevent unsuitable people working with our students.
- ◆ Anyone visiting the school shares the responsibility to keep children safe whilst on our premises and will be required to work within the guidelines of our safeguarding procedures. Our safeguarding policies can be viewed in the policies section of the website.



*We need to advise you that all schools are required to report any obvious or suspected cases of child abuse. Schools are encouraged to take the attitude that where there are grounds for suspicion it is better to be safe than sorry. The procedure is intended to protect children who may be at risk. This does mean that Head teachers risk upsetting some parents by reporting a case that, on investigation, proves unfounded. We trust that parents will appreciate the sensitive nature of our role in protecting children, and are assured that we always aim to act in the best interest of the child.*



**Mr A D'Onofrio**  
Designated  
Safeguarding Lead



**Ms D Finnock**  
Designated  
Safeguarding Lead



**Mr C Jefferies**  
Safeguarding Team



**Mrs S Beech**  
Safeguarding Team



**Mrs N Patel**  
Safeguarding Team

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will not always share our concerns about a child with their parents/carers if we believe that such a move would be contrary to the child's welfare.

If at any time you have concerns about the welfare of a child please ask to speak immediately to a member of the safeguarding team.

Thank you for helping us to keep Harlington School safe.



At our school, we establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to. We ensure children know that there are adults in the school whom they can approach if they are worried and we include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse. We follow the procedures set out by the local safeguarding children board and take account of guidance issued by the DFE to:

- ◆ Ensure we have a designated safeguarding lead for child protection who has received appropriate training and support for this role.
- ◆ Ensure we have a nominated governor responsible for child protection.
- ◆ Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated safeguarding lead responsible for child protection and their role.
- ◆ Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated safeguarding lead responsible for child protection.
- ◆ Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the parent handbook and on the website.
- ◆ Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- ◆ Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- ◆ Ensure safe recruitment practices are always followed.
- ◆ In all cases where abuse is suspected or a sustainable allegation is made, teachers and other members of staff report the information to the designated safeguarding lead, who will then refer these cases to appropriate investigating agencies according to the procedures established by the local area safeguarding children board (LSCB) and the local authority (LA).