

Interactions with pupils

Adults visit schools for a number of different reasons (e.g. partnership working, a visit from another agency, parent volunteer or Governor visit). If your visit means that you may have contact with a child, you must:

- Present your photo ID at Reception and sign in and out via our visitors book.
- Wear any ID badge you may have, as well as a red visitor lanyard (or black Governor lanyard) at all times.
- Explain the reason for your visit.
- Ensure you act in an appropriate and professional manner at all times.
- Agree to a Disclosure and Barring Service check (DBS), where we will store your personal information relating to this on our Single Central Register for future visits.

In instances where a DBS check may not be available (e.g. an engineer visiting to undertake repairs) all adults will be supervised by a member of staff at all times whilst on site.

Safeguarding/Child Protection

Any concerns or disclosures must be reported immediately to one of the Designated Safeguarding Leads responsible for Child Protection (see below). A Child Protection Form is available by request, from the School Office. This information must not be discussed with anyone and remain confidential.

Mrs K. Barnes (Headteacher / Lead DSL)

Mrs J. Davies (Deputy Headteacher / DSL)

Mrs J. Wilcox (KS2 Leader / DSL)

Mrs J. Hall (Senior Teacher / DSL)

Mrs K. Bourne (HSLW / DSL)

Anyone whose actions/behaviours, etc. causes concern or who do not follow the above requirements may be reported to the Local Authority for further action.

If you are unable to report your concern to a DSL, you can contact Surrey Children's Services (CSPA) directly via:

Tel: 0300 470 9100

Email address: cspa@surreycc.gov.uk



Welcome to Shottermill Junior School

Site Information and Child Protection Advice for professionals, parents and volunteers



Lion Lane, Haslemere, Surrey, GU27 1JF
01428 642096

Confidentiality

We treat personal information very carefully. We will not disclose personal information to any unauthorised third party, except where there may be a safeguarding concern and in doing so, this may put a child or adult at risk of harm.

All data and school information must not be shared outside of the workplace.

General Expectations:

Provide details to the Reception staff, including name, phone number, purpose of visit, name(s) of the pupil(s) the visit affects/staff member who arranged the visit.

- Smoking, vaping and consuming alcohol or any illegal substances is prohibited at all times.
- Accessible adult toilets are available, please ask to be directed.
- Emergency First Aid equipment is stored in the School Office area, including a defibrillator.
- Please stay within the areas of the school that are necessary for your visit.
- Please ask any member of staff for help if you need it.

Fire

Please familiarise yourself with the fire information posters located in every room of the school. Our muster point is the bottom playground.

Do not stop for any belongings if the fire bell is ringing. Do not return inside the building until the all clear is given.

If you are working with children/pupils lead them out to safety and inform a member of school staff so that registers can be taken.

Our Policies & Procedures:

As a visitor to our school there are a number of documents that you will also need to be aware of such as:

- Safeguarding and Child Protection Policy
- E-Safety & Acceptable Use Policy
- First Aid Policy
- Data Protection Policy

These can be found under School Policies in the 'Key Information' section of our website.

Mobile phones, cameras, etc.

Whilst on site please:

Use only in connection with your business and when you are approved to do so.

Do not leave equipment unattended.

Ensure that your mobile phones' **'Bluetooth'** capacity is **disabled**.

Do not use mobile phones in the presence of pupils.

Computers are not to be used by visitors, unless you are approved to do so.

Taking photographs or recording videos is not permitted unless consent has been sought by the Senior Leadership Team for the relevant school activity.