Haygrove School

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www.haygroveschool.co.uk

Haygrove School Safeguarding Guidelines for Visitors

Signing in and out

All visitors to Haygrove School must sign in at reception. Visitors will be issued with a visitor's ID pass which must be worn at all times. When leaving the School, all visitors must sign out and return their visitor pass to reception.

What are my responsibilities as a visitor?

Please remember that our main concern is always for the students. This overrides concerns for any adult, including staff and parents. We all have a duty to safeguard and promote the welfare of the students. Visitors should act promptly if they witness an incident which could give rise to concern. It is unlikely that in a single visit you would spot any safeguarding concerns, but should this happen, all incidents must be reported to a member of the Safeguarding Team named below.

What concerns may I have?

- Observing a child who is clearly distressed with no adult intervention.
- Hearing a child, or children, discuss behaviours which could put them at risk.
- Observing marks or bruises, including deliberate scratches.
- Observing an adult treat a student in a humiliating way.
- Observing a student treat another child unkindly (physically or verbally).

How do I assure my behaviour is always appropriate?

Appropriate relationships with our students should be based on mutual trust and respect. You should model respectful behaviour. Our students are very well behaved and polite, but they are children and do get it wrong from time to time. If you spot any disrepectful behaviour please report it to a member of staff who will deal with it.

- Do not photograph, record or video children without permission.
- Do not exchange emails, texts or personal contact details with the students.
- Do not be alone with the children unless authorised by a member of staff.
- Do not contact any students by social media.

Fire and Evacuation

The alarm is a continuous single or two tone siren and you must leave by the nearest exit. Make your way to the nearest fire exit and report to the right-hand side of the sports field, where you will be recorded as present. Do not take any personal risks and you must not re-enter the building until told it is safe to do so.



Mr C Thompson
DSL &
Assistant Head



Mrs Louise Waller
DDSL &
Assistant Head



Mr Aaron Reid
ASL &
Headteacher