Key Information For Visitors

Safety Information for Visitors

Thank you for helping us to keep our students and staff safe.

We hope that your visit will be enjoyable, informative and safe.

Please help us by reading and complying with the guidance below, which is intended to ensure your health and safety whilst at Haygrove School.

Security

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

Please sign in using our electronic visitor system (clear instructions on how to do this will appear on the screen). A photograph of your face will be taken and a visitor ID pass generated.

Please ensure your ID is clearly visible to staff and students whilst on the premises.

If you are working unsupervised with students, the school receptionist will ask you to produce your DBS certificate or details thereof, together with proof of identification, ie Passport or driving licence. Without this you may not be granted access.

Please ensure you log out of our visitor system at the end of your visit.

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

Mobile Phone Policy

Visitors are not permitted to use mobile phones whilst on school site.

Photographs

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

Parking

Visitor parking is currently available at the front of the school. Vehicles are parked at owner's risk. Further car parking maybe found off site on the main road outside of the school.

First Aid

If you need first aid or feel unwell please go to reception for a first aider or telephone Holly Knight (Principal First Aider) on ext. 281.

Reporting Accidents on Site

Accidents must be reported to reception where an Accident Report Form can be completed.

Toilet Facilities

There is a toilet located in our Reception area and staff toilets in other areas around the school - please ask a member of staff for directions to the nearest staff toilet. Visitors are not to use students' toilets.

Fire and Evacuation

Your host will explain what to do in the case of emergencies and fire alarms. The alarm is a continuous single or two tone siren. You must leave the building by the nearest exit and 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 on the sports field.
(see school map displayed in reception).
Do not take any personal risks. You must not re-enter the building until told it is safe to do so.

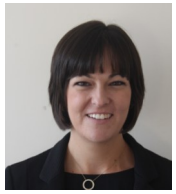
If you have any questions after reading our visitors leaflet, please do not hesitate to ask a member of staff to help you.

Safeguarding Contacts

Designated Safeguarding Lead
Mr C Thompson
Assistant Headteacher



Deputy Designated Safeguarding Lead
Mrs L Waller
Assistant Headteacher



Assistant Designated Safeguarding Lead
Mr A Reid
Headteacher



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 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 one 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 one of the designated safeguarding team of your concerns immediately.

Haygrove School is committed to safeguarding and child protection. Visitors must accept that they will normally be supervised whilst on the school site and will be challenged if their Visitor ID Pass is not prominently displayed.

FAQs:

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).

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.

A copy of the school's safeguarding policy is available on the website.



WELCOME TO HAYGROVE SCHOOL

IMPORTANT INFORMATION FOR VISITORS

KEEPING OUR STUDENTS SAFE

Durleigh Road, Bridgwater. TA6 7HW
01278 455531