

Visitors to the School

On arrival, all visitors to the school are asked to sign in and wait in the school reception.

Visitors will be issued with a lanyard to identify that they are a visitor to the school. Visitors must ensure that they wear this so they can be easily identified.

Staff and sixth form students are expected to wear a lanyard at all times.

Burgundy - School staff (DBS checked)

Yellow - Authorised visitors (DBS checked)

Purple - Sixth Form students

Black - Next Phase Academy and selected JCS students

Orange - Governors

Green - Contractors in school grounds

Blue - Other visitors to the school

Visitor Health & Safety Information

Whilst on site, you are legally responsible for taking reasonable care of your own health and safety and that of others affected by your activities. The ID badge that you have been issued with should be worn at all times when on site and returned to reception as you depart.

Fire Alarm – When you hear the fire alarm sound as a continuous bell, please leave the building by the nearest exit and report to the assembly point in front of the Sports Hall.

Accidents/First Aid – All accidents must be reported to the Student Medical Office, from where first aid can be obtained or emergency services can be contacted

Vehicles/Personal Effects– The school cannot accept responsibility for loss or damage to vehicles and personal effects. These are brought onto the school site at the owner's risk.

DESIGNATED SAFEGUARDING LEAD



Mr B Crawford
(Deputy Headteacher)
bcrawford@johncolet.co.uk

DESIGNATED ADDITIONAL LEADS



Mrs R Rowland
(Operational Safeguarding Lead)
rowland@johncolet.co.uk



Mrs V Pearcey
(Student Engagement Coordinator, Early Help)
vpearcey@johncolet.co.uk

Safeguarding

Guidelines for visitors and those working at JCS on a part time basis



**Be Safe,
Be Kind**

*Safeguarding is
Everyone's responsibility*

John Colet School
Wharf Road
Wendover
Buckinghamshire
HP22 6HF

Safeguarding

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- **protecting** children from abuse and maltreatment
- **preventing** harm to children's health or development
- **ensuring** children grow up with the provision of safe and effective care
- **taking action** to enable all children and young people to have the best outcomes

NSPCC

All staff at our school understand safeguarding children is everyone's responsibility.

Any member of staff, volunteer or visitor to the school who receives a disclosure of abuse, an allegation or suspects abuse may have occurred should report it immediately to the schools' Safeguarding Team.

John Colet School's Child Protection Policy can be found on the school website at:

johncolet.co.uk

How should you react if a young person discloses that they are being harmed?

Children will choose an adult to talk to. This could equally be a teacher, learning support assistant, caretaker or a visitor.

Listen to what is being said. Do not interrupt and do not ask leading questions that either prompt or encourage the young person.

If you need to clarify, use the **TED** model of questions:

Tell me more...

Explain that to me...

Describe what happened...

Reassure

Tell the student that they have done the right thing.

Confidentially

Tell the student that you cannot keep this secret and that you will have to pass on any information if you believe that they are at risk of harm.

Refer

Information must be referred to the Safeguarding Team.

What should you do if the allegation concerns a member of staff?

If you have a concern about a staff member or volunteer, you should report this to the Designated Safeguarding Lead (DSL) or Headteacher immediately.

If you have any concern about the Headteacher this should be reported to the Chair of Governors, Mr Wayne Howell (Chair and Safeguarding Governor)

Contacting the Safeguarding Team

If you need to contact a member of the Safeguarding Team urgently, please call the school office on:

01296 623348

Please remember to leave your name and contact details if you require a call back.