

# Safeguarding Guide at Percy Hedley School

For School Visitors and volunteers

*View our safeguarding information online  
[phs.percyhedley.org.uk/safeguarding/](https://phs.percyhedley.org.uk/safeguarding/)*



**Percy Hedley**  
FOUNDATION

## Security

- All visitors and contractors coming into 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 use the plastic holder and visitor lanyard provided and make sure your ID is always clearly visible to staff and pupils.
- If you are working unsupervised with pupils, 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
- You must sign in on each occasion you visit the school.
- Please log out of our visitor system at the end of your visit and return the lanyard and holder.

## Digital Technology

- Mobile phones are not to be used on the school premises.
- Visitors are prohibited from taking photographs or videos whilst on the school site.

## Fire Evacuation

- Your host will explain what to do in case of emergencies and fire alarms.
- The alarm is a 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 in the schoolyard.
- Do not take any personal risks.
- You must not re-enter the building until you are told it is safe to do so.

## First Aid

- If you need first aid or feel unwell, please inform your escort or a member of staff who will seek a first aid trained staff to support you.

## 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, you must follow any applicable health and safety guidelines. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act 1974.
- If an accident or incident occurs while on site either to yourself or another, please report it immediately to the main school reception or inform the Designated Safeguarding Lead/ Headteacher.

## Smoking

- Percy Hedley School operates a no smoking policy. Please do not smoke anywhere on the school site.

## Safeguarding

- 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 pupils safe whilst working at, or visiting, the school by observing the following guidelines:
- Do not initiate verbal or physical contact with pupils unless it is appropriate and a part of the agreed reason for your visit.
- Do not give any personal information to pupils, such as your mobile number or address. Do not provide pupils 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 pupils details of your personal social network accounts or engage in any communication with pupils using social networking sites.
- If you have any concerns that a pupil may be at risk of harm, report it immediately to the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead who can be contacted via the main school reception. Do not discuss your concerns with the pupil, and do not carry out an investigation.
- If a pupil makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the Designated Safeguarding Lead or a Deputy of your concerns immediately.
- If you have a concern about the conduct of a member of staff, please report this immediately to the Headteacher or Deputy Headteacher, who can be contacted via the main school reception.
- For further guidance, the school's child protection policy can be found on the school website under the 'About us' tab and 'Policy document' option on the dropdown menu.



## Safeguarding Concerns

Safeguarding is everyone's responsibility, and our priority. Percy Hedley Foundation is committed to promoting the welfare and wellbeing of children and adults, protecting them from abuse or neglect.

If you have a concern about the conduct of a member of staff, please report this immediately to the Headteacher or Deputy Headteacher, who can be contacted via the main school reception.

John Steward  
Headteacher

Barry Reed  
Deputy Head



Thank you for keeping  
Percy Hedley School safe

For more details on our Safeguarding Policy

You may view further details in our Safeguarding Policy on  
our website. <https://phs.percyhedley.org.uk/safeguarding/>