






**SAFEGUARDING INFORMATION
FOR SUPPLY TEACHERS, CONTRACTORS
AND OTHER VISITING PROFESSIONALS TO
HOLLYFIELD SCHOOL**

Headteacher	Designated Safeguarding Lead	Designated Safeguarding Lead	Deputy Designated Safeguarding Lead	Premises Officer
Ms Amy Jackson	Mrs Sophie McGeoch	Ms Sonali Patel	Mr Nick Buckman	Mr Graham Griffiths
				

Please read the guidance below, which is intended to ensure your health and safety whilst visiting Hollyfield Secondary School. If you have any questions please do not hesitate to ask a member of staff.

Security

All visitors and contractors coming into the school must report to Reception. Sign in using our electronic visitor system. A photograph of your face will be taken and a visitor ID pass generated. Please use the lanyard provided and make sure your ID is clearly visible. **Identification badges should be worn at all times.**

All visitors to the school will be asked to produce their DBS certificate or details thereof, together with proof of identification, i.e. Passport or driving licence. Without this you may not be granted access. DBS certificates must be renewed every 3 years. The type of DBS certification will dictate whether you work supervised (basic) or unsupervised (enhanced), this is school policy and must be adhered to. If you are a regular contractor or volunteer working in the school you will not need to show your DBS everytime, the HR Manager and/or relevant office staff will confirm this with you.

Please log out of our visitor system at the end of your visit and return the lanyard and holder.

Photographs

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

Fire & Evacuation

- Your host (member of staff responsible for you) will explain what to do in the 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.
- Fire Assembly points:
In the event of an alarm in the school except for the Exam Centre, Gym, Music Block and/or Food Technology all staff, students and visitors will make their way to the MUSTER POINT 1/assembly point

in the top playground (near the Lambert Road entrance).

Should the fire alarms sound during a break time, then staff and students will make their way to the MUSTER POINT 1/assembly point (unless instructed otherwise).

In the event of an alarm in the Exam Centre, Gym, Music Block and/or Food Technology then the Premises Staff will announce via Loud Haler that all staff, students and visitors should make their way to the MUSTER POINT 2 /assembly point in the front of Albury House.

- Do not take personal risks, you must not re-enter the building until told it is safe to do so.

First Aid

If you require first aid please go to the first aid room which is situated on the ground floor of Albury House (ext 123) or telephone Reception (ext 101). Please wait until someone is available to see 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 it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

Equipment must not be left unattended.

Smoking

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

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, whilst working at, or visiting, the school please observe 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 seek to befriend a child or young adult who attends the school.
- Do not criticise, abuse or speak disparagingly of a child's family background, gender, race, religion or disability.
- 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. If you are unsure, please seek advice from the Designated Safeguarding Lead (DSL); Sophie McGeoch, Sonali Patel or Nick Buckman. All of who can be contacted via the main school office
- Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites or gaming platforms.
- If you have any concerns that a student may be at risk of harm, report it immediately to the DSLs. Do not discuss your concerns with the student, and do not carry out an investigation.
- If you find yourself in a position where a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the DSL of your concerns immediately.

For further guidance, the school's child protection policy can be found on the school website under the 'policies' tab.