Hayes School
Safeguarding and Safety Information for Visitors

On arrival at Reception you will be issued with this booklet.
By signing in you are acknowledging that you have read the information enclosed within.
Safety Information for Visitors

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

Please help us by reading and complying with the guidance contained in this leaflet, which is intended to ensure your health and safety whilst at Hayes School. If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.

Security

All visitors and contractors coming into the school must report to Reception.

As a visitor you will be asked to sign in and be issued with a red lanyard that must be worn prominently so that staff and students can see you are a visitor.

First Aid

If you need first aid or feel unwell please contact a member of the main Reception office (dial 221 or 233).

The school’s first aid room is situated next door to Student Reception.

Health and Safety

Visiting contractors must ensure 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 in meeting the requirements of the Health and Safety at work act.

All contractors should report to the Site Superintendent or a member of the Caretaking team.

Whilst on site contractors should be wearing visitor identification.
Fire & Evacuation

All rooms across the school have a copy of the fire and evacuation procedures to be followed in the event of a fire alarm. If the fire alarm sounds please leave the building by the nearest exit.

Remain with your host as they will escort you to the assembly point, (Basketball courts at bottom of main field) and ensure that you are recorded present by the Reception staff.

Do not take any personal risks.

You must not re-enter the building until told it is safe to do so.
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 part of the agreed reason for your visit to the school.

- Do not give any personal information to students, such as your mobile phone 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 school’s nominated Child Protection and Safeguarding Officers, Mrs Sirett, Mrs Hardy, Mrs Breen or any member of SLT, who can be contacted via the main office. 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 one of the nominated Child Protection and Safeguarding Officers of your concerns immediately.

- All visiting speakers to the school will be asked to sign an agreement prior to/at the commencement of their visit.

For further guidance the schools Child Protection policy can be found on the school website: http://www.hayes.bromley.sch.uk