

## SAFEGUARDING INFORMATION FOR VISITORS

All visitors are asked to read and comply with the following guidelines:

**School visitor badge** - You will be given a school ID visitor badge and you will be required to provide photo ID as part of the signing in process. This visitor badge must be worn at all times whilst on school premises and returned, by either you personally or the member of staff escorting you, to the point of issue.

**Health & Safety** - Whilst on site, you are legally responsible for taking reasonable care of your own health and safety and the safety of others affected by your activities and for complying with all statutory H&S requirements and safe working practices. If you require a hard copy of the School Health and Safety Policy prior to your visit please contact the school office.

**Fire Alarm** - If you hear an alarm sound as a continuous bell please leave any building by the nearest exit and report to the assembly point following directions given by Ruishton staff. When working inside buildings, please ensure you do not create/leave any fire hazards.

**Accidents** - All accidents must be reported to a First Aider in the building you are in. First aiders can be identified by their green lanyards.

**Smoking** - Please note that both smoking and vaping are NOT allowed anywhere on the School site.

**Vehicles and Personal Effects** - The School cannot accept responsibility for loss or damage to vehicles and personal effects; they are brought onto the School site at the owner's risk.

**Mobile Phones** - Unless agreed with Child Protection Lead, mobile phones will need to be locked in the school office.

### DBS certificate (Disclosure and Barring Service)

- If you are working with children, you must have an enhanced DBS certificate (with barred list) and the prior approval of the Headteacher or DSL.
- If you are a member of the support services or LA please ensure that you are wearing your identity badge which will be checked by office staff as part of the signing in process.
- If you do not have a DBS certificate please inform the office immediately.

### Contractors

- If you need to carry out work in classrooms whilst children are in lessons, please inform office staff before commencing work and ensure that your company logo and identification badge are on clear display.
- Please do not be offended if you are challenged by a member of staff.
- Regular contractors are required to provide a DBS certificate or number to the school office and all contractors will be required to provide photographic identification.
- Please do not work in lavatory areas unaccompanied, and always inform office staff of your whereabouts.

**Please note: On entering our premises, you are confirming that you have read and understood this information, and agree to follow these procedures. Thank you for your understanding – we aim to make this site safe for everybody.**