

At The Lammas School, safeguarding is paramount to us. It is our intention to safeguard and ensure the health and safety of all adults and children on the school premises and at all times. Please help us by reading and complying with the guidance below. If you have any questions after reading this, please do not hesitate to ask a member of staff who will assist you.

1. All visitors and contractors coming in to the school must report to Reception and sign in using our electronic visitor system.
2. All adults visiting the school without 1:1 student access will be given an ORANGE visitor lanyard. You must be accompanied by a member of school staff at all times and your lanyard and ID clearly visible to staff and students at all times.
3. If you are working unsupervised with students, you will be provided with a WHITE lanyard and ID. Please introduce yourself to the student you are working with, explain who you are and why you are in school and ensure this is clearly visible to staff and students at all times.

## Fire & Evacuation

1. Your host will explain what to do in the case of emergencies and fire alarms. If you are visiting a student without accompaniment, please leave with the student via the nearest exit.
2. The alarm is a continuous bell. You must leave the building by the nearest exit.
3. Stay with your host (or the student you are working with) as they will escort you to the assembly point and ensure that you are recorded present by the administration staff.
4. The assembly point is in the sports courts at the back of the building (behind the main Hall and Canteen)
5. Do not take any personal risks.
6. You must not re-enter the building until told it is safe to do so.

## First Aid

If you need first aid or feel unwell, please telephone Reception (ext. 201).

## 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.

## Smoking

The Lammas School operates a no smoking policy. Please do not smoke or use e-cigarettes 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. You can assist in keeping students safe whilst working at, or visiting, the school by observing the following guidelines:

1. If you have any concerns that a student may be at risk of harm, report it immediately to the Designated Safeguarding Lead for child protection (Craig Heatly) or any other member of staff BEFORE leaving the premises. Do not discuss your concerns with the student, and do not carry out an investigation.
2. If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the Designated Safeguarding Lead for child protection (Craig Heatly) or any member of staff of your concerns immediately.
3. Do not initiate verbal or physical contact with students unless it is appropriate and part of the agreed reason for your visit.
4. 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.
5. Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites.

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

<https://lammas-gst.org/safeguarding/>

**Thank you for helping to keep The Lammas School safe.**