



**Villa Real School**  
*together we achieve*

# Safeguarding Guidance for Visitors Policy 2024

Responsibility: Jill Bowe

Date: January 2024

Signed & Adopted by the Governing Body:

Chair of Governors

Date: 04.03.24

Date to be reviewed: January 2026

To be read alongside latest COVID Risk Assessment.

## **SAFEGUARDING GUIDANCE FOR VISITORS TO THE SETTING**

Safeguarding is 'everyone's business' and as part of accessing our site and working where there are pupils and students we would respectfully ask that to keep pupils and students safe and to keep yourself safe that you follow our guidelines below:

- Please observe the visitors signing in and out procedures and ensure your visitors badge is worn throughout your visit
- Make yourself familiar with the fire evacuation and lock down procedures
- Adhere to the personal mobile device guidance

### **CONCERNS**

- If you see or hear any incident of harm, behaviour or conduct relating to any of our pupils or students that you report it immediately to the Designated Safeguarding Leads who are Jill Bowe, Sam Dawson, Alex Morris, Natalie Fitzpatrick and Jamie Coraml
- If you see or hear any incident of harm or conduct relating to any of our staff that you report it immediately to the Headteacher who is Jill Bowe or the Designated Safeguarding Leads
- If you see or are concerned of any issues of a health and safety nature for example broken equipment or a dangerous area to pupils and students that you report it immediately to the School reception

### **CONDUCT**

- Whilst you are on the premises if you are not directly working with pupils or students that you do not verbally or physically interact with the pupils or students
- Whilst you are on the premises that if you are supervised by another member of staff (DBS dependent) that you do not move around the premises without being escorted by that member of staff
- Whilst you are on the premises your personal mobile phone is switched off and not used on the premises (if circumstances are otherwise please declare this at the main reception). Under no circumstances should your mobile technology or any other equipment be used to take photographs or videos of the pupils or students
- Whilst you are on the premises you maintain professional conduct at all times with staff, pupils and students

## **HEALTH AND SAFETY**

- Whilst you are on the premises, if there is a fire alarm that you follow the School's procedures to leave the premises by the nearest exit to you. This will be shown to you when you are escorted to the designated area you are working in
- Whilst you are on the premises that you comply with all health and safety procedures
- Whilst on the premises if an incident or accident occurs whilst on site either, yourself or another please report it immediately to the reception or inform the Designated Safeguarding Lead/Headteacher. If you require medical attention whilst on your visit, First Aid is located in the main reception or medical room
- That when you enter or exit the premises you sign in and out using the visitor's signing in system
- Whilst you are on the premises you wear your visitors badge at all times and it is clearly visible to staff, pupils and students

The Headteacher is Jill Bowe

The Designated Leads for the Setting are:

Jill Bowe, Sam Dawson, Alex Morris, Natalie Fitzpatrick and Jamie Coram

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