



SAFEGUARDING INFORMATION FOR VISITORS

Welcome to Loughborough Amherst School. All visitors are asked to read and comply with the following guidelines:

Signing in

All visitors must sign in at reception and be accompanied by a member of staff at all times.

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.

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 Amherst School staff. When working inside buildings, please ensure you do not create/leave any fire hazards.

Accidents

All accidents must be reported to the reception.



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

Loughborough Amherst School's Designated Safeguarding Lead Team is:

					
Izzy Winton Head of Preparatory Department	Thea Demetriou Senior Deputy Head (mat cover)	Julian Murphy Head Teacher	Syan Gallagher Pastoral Assistant	Jo Kitchener Head of Upper School	Jennie Molloy Assistant Head Preparatory Department



SAFEGUARDING CODE OF CONDUCT FOR VISITORS

Child Protection Advice

- All children have the right to grow up safe from harm.
- No child should suffer harm, either at home or at school.
- Loughborough Amherst School is determined that everyone who visits or works here is aware of their responsibility to make sure that all our young people are safe.

Please ask any of the Designated Safeguarding team at the School if you are not clear about anything when visiting the School. Their details can be found on this document.

Please remember: if you are worried about the safety of any young person in the school, you must report this concern to a Designated Safeguarding Lead. Please do not remain silent.

Depending on the role you are carrying out, you may get to know some of the children whilst visiting or temporarily working at the School. Children often perceive adults, and especially familiar ones, as being trustworthy.

To protect yourself and children, you should remember the following:

- You must never be alone with a child who is not your own.
- If you find that a child seeks to talk to you on a regular basis, please inform Izzy Winton. Never touch a child – unless there is immediate danger.
- Never exchange phone numbers or agree to contact a child whom you have met through your visit to the School.

Knowing if a Child is being harmed

If you are visiting or working in the School for business reasons, you are very unlikely to be engaged in any conversations with children. If however, the purpose of your visit is to work with children, you may find that conversations with them result in concerns about their safety.

Young people will sometimes tell an adult if they are being harmed. They could tell you that they are being bullied at school, or even that an adult was treating them badly. It is also possible that you might notice something that made you think a child might be being harmed. Should this happen, listen but do not give advice.

If you think that a child might be being harmed, you must not keep it a secret, even if the child asks you to do so. You have a duty of care to pass the information on to protect the child in the future. You will not get into trouble if you do pass the information on.

Action to take if you are worried a child is being harmed:

- Tell a member of the Designated Safeguarding team at the School as soon as you can.
- Write down the things that are worrying you, including the child's name (if you know it) or as good description as you can give of the child and discuss immediately with the staff named above.

A complete copy of the School's Child Protection Policy and other related policies are available on request.