Southend High School for Boys is committed to safeguarding and promoting the welfare of all young people in our care.

We actively support British values and our duty to help prevent radicalisation and extremism.

# We expect all visitors to the school to share in this commitment.

Any safeguarding or child protection concerns MUST be reported to the Designated Safeguarding Lead or one of the Deputy Safeguarding Leads.





SAFEGUARDING LEAD

DESIGNATED SAFEGUARDING LEAD

**MR J BRANDON** 

SAFEGUARDING LEAD





**MR J NZEMEKE** 

DEPUTY DESIGNATED

SAFEGUARDING LEAD

**MR C FOLEY** 

In their absence, speak to the Headteacher or any other member of the Senior Leadership Team. The SHSB safeguarding and Child Protection Policy is available on our website:

SAFEGUARDING LEAD

#### www.shsb.org.u

The school follows the Southend Essex and Thurrock Safeguarding and Child Protection procedures:

www.escb.co.u





## Smoking

Please note that smoking and vaping are **NOT** allowed anywhere on the school site.

## First Aid



(!)

In the event of an accident or injury please report to Reception where a nominated first aider will assist you. All accidents must be recorded on an accident form available from reception.

## In the event of a fire

The Fire Alarm is a continuous siren.

If the siren sounds leave the building by any safe exit and report to the assembly point. The assembly point is at the front of the school.

In the event of an incident such as an intruder on site A 5-pulsed bell will sound requiring students and staff to 'stay put'.

### Access to the internet

All users of the school systems and Wi-Fi MUST comply with the Acceptable Use of ICT Policy.

#### Further information

- All visitors MUST SIGN IN and OUT at reception and show appropriate ID.
- Visitor badges/lanyards MUST be worn at all times.
- Visitors with a RED lanyard MUST be accompanied at all times.

Please remember to SIGN OUT and RETURN your lanyard when you leave.

We would like to thank you for visiting SHSB. Further information about the school including school policies is available on our website: www.shsb.org.uk Contact details

Headteacher: Robin M. Bevan Southend High School for Boys, Prittlewell Chase, Southend-on-Sea, Essex SSO ORG. 01702 606200 enquiries@shsb.org.uk

# **SHSB**

## SAFEGUARDING VISITOR LEAFLET SAFEGUARDING CHILDREN

Guidance for adults visiting or working with Southend High School for Boys



## Welcome to Southend High School for Boys

As a visitor to our school it is important that you are aware of our safeguarding procedures. Please ask a member of staff if you are unsure of anything in this leaflet.

## **Mrs R Worth**

Deputy Headteacher Designated Safeguarding Lead



# **KEEPING CHILDREN SAFE**

### Safeguarding is EVERYONE'S responsibility.

We can all play a part in keeping children safe whilst working on or visiting the school site. As a visitor to the school it is expected that you are aware of and comply with our safeguarding procedures.

## Keeping ourselves safe.

We must also take steps to keep ourselves safe. Southend High School for Boys wants to promote safe working practices for any person on the school site, whatever their role.

# Please follow the advice in this leaflet in order to keep yourself safe.

Southend High School for Boys is committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and external agencies to comply with the school's Child Protection and Safeguarding Policy.

ALL STAFF and VOLUNTEERS <u>MUST</u> undertake an enhanced DBS check.

## IF A STUDENT DISCLOSES TO YOU:

DO NOT promise confidentiality

- DO NOT ask leading questions
- **DO NOT** investigate

DO listen

DO reassure the student

DO tell them that you will have to inform the Designated Safeguarding Lead

DO make a written account

Report your concerns to the member of staff who is working with you or to a Designated Safeguarding Lead listed in this leaflet.

Please follow the advice in this leaflet and keep yourself and our students safe.

ALL VISITORS (including contractors) must only enter and leave the school via the main reception area.

ALL VISITORS must be issued with a copy of the school 'Information for Visitors' leaflet.

Regular visitors to school such as peripatetic music staff, cover supervisors, invigilators and those working directly with students (those who will be left unaccompanied) will have had to complete all the necessary safeguarding checks and be recorded on the school's Single Central Record. These visitors will be issued with a yellow '**VISITOR**' lanyard.

**BE AWARE** that contact made outside the school environment as a result of your coming in to contact with a student while you are on the school site may have an impact on your employment.

**DO NOT** instigate verbal or physical contact with students **(this applies on and off site)** unless it is appropriate and part of an agreed reason for your visit.

DO NOT respond to physical contact from students, if this occurs, or if you have any other concerns about student behaviour, then report it to the member of school staff who is working with you.

**DO NOT** give any personal information/details to a student for example your address, telephone number, email address or social media information.

**DO NOT** accept or respond to a student attempting to give you personal information, for example their email address, telephone number or social media information.

DO NOT accept physical or verbal abuse from a student.

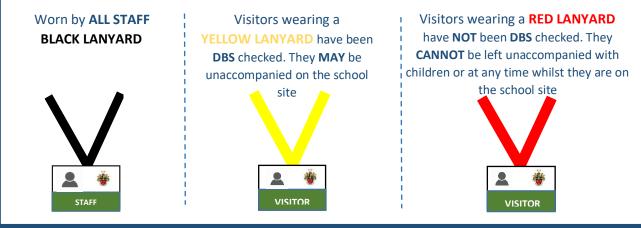
**DO NOT** respond yourself, but report it immediately to a member of the **Senior Leadership Team.** 

Report any unacceptable behaviour from a student.

Visitors **MUST NOT** be in an unsupervised one-to-one situation with a student without safeguarding checks confirmed. (Please refer to coloured lanyard system.)

# VISITOR PROCEDURES AND COLOURED LANYARD SYSTEM

Southend High School for Boys operates a colour-coded lanyard safeguarding system for all adults on site.



## WEAR YOUR VISITOR LANYARD AT ALL TIMES