

Security

-  All visitors must report to the Main Reception at the school's Central Square Entrance on arrival and sign in
-  Please show Photo ID and DBS certificate if applicable
-  Please wear your visitor badge and lanyard visibly
-  Please return your lanyard to Main Reception and sign out upon departure

Fire and Evacuation

Your host will explain what to do in the case of emergencies and fire alarms. **The fire alarm is a continuous bell.** You must leave the building by the nearest exit. Stay with your host, who will escort you to the assembly point on Central Square. Please do not re-enter the building until told it is safe to do so.

In the event of a lockdown being initiated, indicated by a **series of alert tones and a recorded message**, stay with your host and follow their instructions.

Key Contacts

- Designated Safeguarding Lead**
Mrs Claire Leek
Junior Deputy Head
Extension #207
cleek@hbschool.org.uk
- First Aid**
Mrs Kimberley Green
Safeguarding and Wellbeing Officer
Extension #208
- Main Reception**
Extension #236
- Hazard Reporting**
Mr Richard Cain
IT and Estates Manager
Extension #229

Photography

Please do not take photographs of any staff or students unless expressly agreed in advance.

The school's safeguarding policy can be found on the school website
www.hbschool.org.uk



The
Henrietta Barnett
School



Visitor Information

Welcome to
The Henrietta Barnett School.

HBS is committed to safeguarding and promoting the welfare of all students.

This leaflet provides important visitor guidance - we would be grateful if you take a moment to read it and follow guidelines accordingly. Thank you.



Safeguarding

If you have any concerns about the safety of any student in the school, or you receive a disclosure: you must report this to our Designated Safeguarding Lead, Mrs Claire Leek (contact details overleaf)

If Mrs Leek is absent: please ask at Main Reception to speak to a member of the Safeguarding Team

Enhanced Disclosures: all staff members and regular volunteers must hold a valid DBS Enhanced Certificate. Without a valid DBS Enhanced Certificate you will not be permitted to work unsupervised with our students and will be accompanied whilst on site.

A member of staff will be present when any external speaker is delivering a session to ensure that the information is aligned to the ethos and values of the school and to British values.

What you should do if a student discloses they are being harmed:

- Listen to what is being said without showing shock or disbelief
- Reassure but do not make any promises regarding next steps
- Do not promise confidentiality and explain that you will have to tell the DSL so they can help
- Do not interrogate the student or ask leading questions
- Stress that it was the right thing to tell
- Immediately record details of the disclosure, including whenever possible the exact words or phrases used by the student and give this information to the DSL. Please sign and date the record.

If the student makes an allegation against a member of staff: please contact the Headteacher, Mrs Emma MacLeod.

If the student makes an allegation against the Headteacher: please contact the Chair of Governors (Mrs Lisa Coffman) via clerktogovernors@hbschool.org.uk



How to ensure your behaviour is appropriate:

- Maintain a professional approach towards students and do not initiate physical contact unless part of the agreed reason for your visit
- Do not give personal information to students, such as your mobile number or email address (unless providing your work email is necessary)
- Avoid being alone with a student - if you have a valid DBS certificate and are working with a single student ensure the door is left open or you are visible to others
- Staff and volunteers should not give students, particularly lone students, lifts in their cars. This must not happen without permission from the Senior Team.