

SAFEGUARDING INFORMATION FOR VISITORS

Welcome to Bilton Grange. All visitors are asked to read and comply with the following guidelines.

Visitor Pass

You will be given a school visitor pass. This pass must be worn at all times whilst on school premises and returned by either you personally or the member of staff escorting you, to either North Entrance Reception, Pre-Prep Reception or the Bursary.

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. If you require a hard copy of the School Health and Safety Policy prior to your visit please contact the Deputy Head Paul Nicholson (pnji@biltongrange.co.uk).

Fire Alarm

If you hear an alarm sound as a continuous bell please leave any building by the nearest exit following directions given by Bilton Grange staff and report to the Visitors assembly point in the Quad. When working inside buildings, please ensure you do not create or leave any fire hazards.

Accidents

All accidents resulting in an injury must be reported to the School Nurse. The School Nurse can be contacted directly on 01788 818234 ext 772 or via North Entrance Reception, Pre-Prep Reception or the Bursary. Any other accidents which do not result in an injury must be reported as a Near Miss to the Bursary Secretary 01788 818244 ext 701.

Smoking

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

Vehicles and Personal Effects

Bilton Grange cannot accept responsibility for loss or damage to vehicles and personal effects; they are brought onto the School site at the owner's risk.

SAFEGUARDING CODE OF CONDUCT FOR VISITORS

Child Protection Advice

Introduction

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

We think that you, as a visitor to the School, will want to know what is expected of you. Please ask Mireille Everton, Designated Safeguarding Lead (DSL) at the School if you are not clear about anything when visiting the School. Her contact details can be found at the end of this document.

Please remember: if you are worried about the safety of any young person in the school, you must report this concern to the Headmaster Gareth Jones, Assistant Head - Pre-Prep Katie Gedye, or the Assistant Head – Pastoral and DSL, Mireille Everton. Please do not remain silent – report any concern to any member of staff.

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 Mireille Everton.
- 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 if you are worried a child is being harmed:

- Tell Gareth Jones, Katie Gedye or Mireille Everton 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 a description as you can give of the child and discuss immediately with the staff named below.

Gareth Jones
Headmaster
hmpa@biltongrange.co.uk
01788 818208

Katie Gedye
Assistant Head - Pre-prep
kgedye@biltongrange.co.uk
01788 810287

Mireille Everton
Assistant Head – Pastoral &DSL
meverton@biltongrange.co.uk
01788 818242