

FIRE & EVACUATION

- Your host will explain what to do in the case of emergencies and fire alarms.
- The alarm is a continuous bell. You must leave the building by the nearest exit.
- Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the administration staff.
- The assembly point is the playground facing the Challney High School For Girls.
- Do not take any personal risks.
- You must not re-enter the building until told it is safe to do so.

FIRST AID

If you need first aid or feel unwell please inform your host and/or go to reception.

HEALTH & SAFETY

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site. As a visitor to our school it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

SMOKING

Challney High School For Boys operates a no smoking policy. Please do not smoke anywhere on the school site.

MOBILE PHONES

Please avoid using mobile phones in front of the students. If you need to please do this discreetly away from the students.

SAFEGUARDING GUIDANCE FOR VISITORS TO THE SCHOOL

- Adults visiting or working on the school site play an important part in the life of the school. You can play a part in keeping students safe whilst working at, or visiting, the school by observing the following guidelines:
- Do not initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit.
- Do not give any personal information to students, such as your mobile number or address. Do not provide students with your personal email address, and only provide your professional work email if it is necessary as part of the reason for your visit.
- Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites.
- If you have any concerns that a student may be at risk of harm, report it immediately to the Designated Safeguarding Lead, **Mr Khan**, who can be contacted via the main school office.
- Do not discuss your concerns with the student, and do not carry out an investigation. If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the Designated Safeguarding Lead, **Mr Khan**, via the main school office, of your concerns immediately. For further guidance, the school's child protection policy can be found on the school website.

REPORTING CONCERNS

At Challney High School for Boys, we are committed to safeguarding and promoting the welfare of children. If you have a student concern, please speak to a member of staff or report to safeguarding@challneyboys.co.uk. If you have a staff concern, please report to our Head Teacher, Mr Mark Mailer, headteacher@challneyboys.co.uk.

Thank you for helping to keep Challney High School For Boys safe.



CHALLNEY HIGH SCHOOL FOR BOYS
SAFEGUARDING
Safeguarding is everyone's responsibility.



SAFETY INFORMATION FOR VISITORS



MR LOWERSON
Deputy DSL



MR KHAN
DSL



MISS FULLER
Safeguarding Officer

Welcome

We hope that your visit will be enjoyable, informative and safe.

Please help us by reading and complying with the guidance contained on this card, which is intended to ensure your health and safety whilst at Challney High School For Boys. If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.

SECURITY

All visitors and contractors coming in to the school must report to Reception. Please sign in at reception each time you visit the school and collect your ID badge. This must be worn and visible at all times.

If you are working with students the school receptionist will also ask you to produce your DBS certificate and/or other forms of photographic identification. Please hand in your lanyard when signing out.

PHOTOGRAPHS

Visitors are prohibited from taking photographs whilst on the school site.

Please continue to read the information on the reverse of this card.



FIRE ALARM ZONES & EVACUATION PLAN



READY
RESPECTFUL
SAFE

