

Safeguarding Leaflet

This leaflet contains information for visitors about their own safety at Glossopdale School and Sixth Form and their responsibility to keep others safe.

Please take the time to read it. If you have any queries, please ask at the main office for more information.

All visitors must:

Sign in at reception on entry to the school.

Wear a visitor lanyard, keeping it visible at all times.

Sign out at reception and return the visitor badge on leaving the school.

Please note that the school cannot be held responsible for any personal effects—take care of your valuables.



Glossopdale School, Newshaw Lane, Hadfield, Glossop
SK13 2DA Telephone: 01457 862336

Fire/Lockdown Alerts:

Fire

A continuous bell is the fire alarm. Please make your way as soon as possible to your nearest exit. You will be accounted for by a member of staff in charge.

Lockdown

A voice message indicates a full or partial lockdown, students and staff are required to lock and/or barricade the door keep out of sight of the door and windows where possible

Identity Badges

All visitors within Glossopdale School & Sixth must wear their visitors badge received from reception. Adults without a lanyard will be challenged.

Policy

For more information about Child Protection and Safeguarding, see our policy summary on our website www.glossopdaleschool.org.uk > About us > Policies > Child Protection and Safeguarding Policy

Keeping *everyone* safe

As a visitor, you have a responsibility to care for your own and for the health and safety of others.

Here are some key points about health and safety in our school:

- We have many trained First Aiders in the school. If you need First Aid assistance, ask any member of staff for help.
- There is no smoking anywhere on the school site.
- No photographs, films or recordings may be made without the permission of the Headteacher.
- Glossopdale School and Sixth Form is a 'Nut Free School'. Food containing nuts should not be offered to or eaten in the vicinity of the students.
- Please report concerns about Health and Safety to reception.

Code of Conduct:

This code of conduct covers all adults visiting or volunteering at Glossopdale School and Sixth Form. You should always:

- Behave in a mature, respectful, safe, fair and considered manner.
- Provide a good example and 'positive role model' to the students.
- Treat all children equally; never favour one particular child or group of children, or build 'special relationships' with individual children. We believe in positive behaviour management with clear rewards and sanctions in line with our behaviour policy.
- You should never behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to work with other people's children.
- Report to SLT, any difficulties with, for example, a child presenting particularly challenging behaviour.

Report to the Headteacher:

- Any behaviour or situation which may give rise to a complaint, misunderstanding or misinterpretation against yourself.
- Any behaviour of another adult in the school which gives you cause for concern regarding breach of this code of conduct or other school policies.

Keeping *young people* safe

We are committed to safeguarding and promoting the welfare of children and young people.

- We expect all staff, visitors and volunteers to share this commitment.
- All children have a right to be safe no matter who they are or their circumstances.
- Keeping children safe is everyone's responsibility.
- We all need to listen to children even though we may not be comfortable with what we hear.
- Always pass on any concerns and never promise confidentiality.

Young people can be abused physically, sexually, emotionally or through neglect.

If whilst working with a child you become concerned about:

Comments made by a child
Marks or bruising on a child
Changes in a child's behaviour

Please report these concerns to the Designated Safeguarding Team or to a staff member who, if they feel it is appropriate, will pass the information onto the Designated Safeguarding Lead(s).
If you have concerns about a child's safety, never keep them to yourself.

They may help to inform the bigger picture and prevent serious harm.

Please remember:

It doesn't matter if you are a paid worker, a volunteer, or a member of the community; you have a responsibility to act if you are worried about a child or about Health and Safety at Glossopdale School & Sixth Form.

Report concerns about a child to:

