

Haydon School is committed to safeguarding and promoting the welfare of children and young people. We expect all adults in Haydon to share this commitment. If you have any questions or queries in relation to safeguarding, please contact:



Miss Z McCarthy



Mrs M Wall



Mr D Gosling



Mr S Kidd

Whistle Blowing:

Haydon School aims to create a safe and secure environment for all. To support this, we have a whistle-blowing policy in place which explains clearly the steps you should take if you have a concern about the work of Haydon School or any improper conduct. The full policy can be found on our website.

Contacts:

Designated Safeguarding Team
Mrs M Wall - Designated Lead
Miss Z McCarthy – Deputy Designated Lead
Mr D Gosling
Mr S Kidd

Chair of Governors:

Dr T Huehns

Governor with Responsibility for Safeguarding: Mrs Janet Keal



**HAYDON
SCHOOL**

WILTSHIRE LANE
EASTCOTE, PINNER
MIDDLESEX
HA5 2LX

www.haydonschool.com
020 8429 0005
info@haydonschool.org.uk



HAYDON SCHOOL GUIDANCE FOR VISITORS

Haydon School is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment.

This leaflet is to outline what is expected of you. We aim to provide a safe and secure environment for our students, staff, volunteers and visitors.

We are committed to safeguarding and meeting the needs of young people and we hope this leaflet will provide some useful advice and information.

WELCOME TO HAYDON SCHOOL

Keeping everyone safe

We hope you have an enjoyable visit, but our main priority is to ensure that everyone who visits our School is aware of their responsibilities towards making sure all young people are safe. As a visitor it is important that you remember the following:

- If you are working in a 1:1 situation with a student, Haydon School must have confirmation from your organisation that they have conducted all the necessary safeguarding checks including an Enhanced DBS disclosure (which has checked the children's barred list)
- Do not have any physical contact with any student
- Never exchange personal contact details with a student, or agree to meet a child outside the school environment
- Cameras/taking photographs are not permitted within Haydon School unless prior approval has been sought
- Language used between students and between students and adults should be respectful
- We do not allow, support or condone language or behaviour which is racist, sexist, homophobic or discriminating in any other way
- If a child has a conversation with you which leads you to think they are being harmed or their safety is at risk, you have a duty to pass the information on to protect the child
- Please inform the Designated Safeguarding Lead Mrs M Wall or a member of the Safeguarding Team immediately

Security of Students, Staff, Volunteers and Visitors

All students and members of staff wear photo ID badges at all times. All visitors should report to reception on arrival and sign the visitor's book showing proof of ID if appropriate.

All visitors will be issued with a badge on a lanyard which should be worn and visible at all times.



Health & Safety Guide for Visitors

While 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.

If you have any concerns regarding health and safety, please raise it with a member of staff or reception who can then pass this information on to the relevant person to address.

Haydon School is a no smoking site.



Fire Evacuation Procedures

If you have a medical condition that might restrict your ability to exit the building in an emergency, please inform your host in confidence.

- All visitors must sign in on arrival at reception and sign out when they leave
- Please read the fire action notice displayed in reception
- In the event of a fire the alarm will sound; please proceed via your nearest fire exit to the assembly point which is in front of reception
- You will be advised when re-entry is permissible.

First Aid Procedures

In the event of injury or illness please contact the School First Aider on ext 126 or ext 131 where first aid will be arranged. All accidents must be reported to the School First Aider