

QUEEN ELIZABETH'S GRAMMAR SCHOOL

Dos and Don'ts

Do wear your visitors badge at all times

Do be aware that verbal interaction with students may be misinterpreted by them as offensive or harassment – even if this was not your intention

Do report any unacceptable behaviour by any student to staff immediately

Do not instigate verbal or physical contact with students (this applies both on and off site) unless it is appropriate and a part of an arranged reason for your visit

Do not give any personal information to any student, such as your mobile number, email address or personal websites.

Do not take photographs of our students on personal devices, phones etc

Do not accept or respond to a student attempting to give you're their personal information, for example their mobile number, email address or personal website

Do not accept physical or verbal abuse from a student. DO NOT respond yourself, but report immediately to a member of staff

Do not be in an unsupervised one to one situation with a student unless this is part of your reason for visiting and agreed by school

No child should suffer harm of any form, either at home or in school. Everyone who works or visits our school has the responsibility to make sure that all our student are safe.

This leaflet has been given to you to make sure you understand what is expected of you as a visitor to Queen Elizabeth's Grammar School.

Please ask the person who gave it to you if you are unclear about anything in it, and keep the leaflet in a safe place so that you can read it again if you need to. If you are worried about the safety of any young person in our school, you must report this to the Designated Safeguarding Lead in school who will act in the best interests of the child.

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DE6 1EP

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E: enquiries@qegs.email

W: www.queenelizabeths.derbyshire.sch.uk



QUEEN ELIZABETH'S GRAMMAR SCHOOL



Safeguarding Information
for visitors to our setting.

Keeping Our Students Safe

QEGSMAT

Safeguarding Team

Designated Safeguarding Lead

James Amps
Ext: 11528



Child Protection Officer

Brendan Drake
Ext: 11232



Designated Teacher for Looked After Children

Katie Starkie
Ext: 11506



SENCo

Steve Bembridge
Ext: 11723



Key Information for Visitors

Please report any child protection or health and safety concerns to the main school office immediately.

Accidents must be reported to the school office where an accident report form can be completed.

If the fire alarm sounds please make your way out of the building calmly and promptly following the FIRE EXIT signs.

Smoking is not permitted on ANY part of the school grounds.

Dogs are not permitted on any part of the school grounds.

Please remember to sign out and return your visitors lanyard to the main school office before leaving the premises, even if you are due to return the same or following day.

Safeguarding Policy

A copy of the school safeguarding policy is available on our website, this gives further information about what to be aware of and how our school supports students and keeps them safe from harm.

What to do if you are worried about a child

We all have a statutory duty to 'safeguard and promote the welfare of children'. If you have any concerns about the welfare of a child at this setting or feel that something may be troubling them, you should share this information with an appropriate member of staff straight away.

Some issues, e.g. a child's appearance, hygiene, general behaviour can be shared with any member of staff in the setting. Do not worry that you may be reporting small matters, we would rather you tell us things that turn out to be small, than miss a worrying situation.

If you become concerned about

- **Something a student says**
- **Marks or bruising on a student**
- **Changes in a child's behaviour or demeanour**

You must inform the Designated Safeguarding Lead or one of the Designated Safeguarding Deputies.

If you feel that a child may be at risk of harm, but are not sure, then inform the Designated Safeguarding Lead or Deputy who will offer advice and take appropriate action.

Child abuse can happen to all children regardless of gender, culture, religion, social background and those with or without a disability.

Staff Conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure the following action must take place:

Immediately inform the Headteacher or DSL.