



## **Visitor's Guide: Safeguarding Our Students**

We at The English School welcome visitors and friends to our site. All visitors are expected to familiarise themselves with our ethos on keeping children and young people safe when they are in School.

### **All Visitors to the School:**

- Must report to Reception to be registered upon arriving at the School.
- Must **supply photographic identity when they arrive in Reception.**
- Will be issued with the Safeguarding information leaflet for visitors and will be asked to familiarise themselves with this.
- Will be issued with a **visitors' badge/lanyard**, which they must wear at all times.
- Must be accompanied at all times whilst they are on the school site.
- Photography or data recording of any kind is only allowed with permission from the Headmaster.

### **Visitors are **not** allowed to do the following:**

- Take responsibility for all or some of the whole class.
- Take children off the school site without a teacher in charge.
- Deal with behaviour of a child in school if not their own.
- Be out of the sight of a member of staff, alone with a child. A member of staff must be with you at all times when you are with our students.
- Physically restrain a child.
- Give any personal information to students, such as your mobile number or address, and personal social network accounts.

If you are concerned about the safety of a child because they are suffering or are likely to suffer significant harm, or are concerned about the conduct of a member of staff/ visitor in our school, you **MUST** report it.

Share the information with our Designated Safeguarding Lead (DSL) or Deputy DSL by sending an email to: [safeguarding@englishschool.ac.cy](mailto:safeguarding@englishschool.ac.cy)

**PLEASE RETURN THIS DOCUMENT AND THE VISITOR'S ID TO RECEPTION**