

Safeguarding Our Students

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

All Visitors to the School:

Visitors must report to Reception on arriving at the School. School safeguarding procedures apply and visitors will be asked to **supply photographic identity when they arrive in Reception**. They will be issued with the Safeguarding information for visitors to The English School and will be asked to familiarise themselves with these. They will also be issued with a **visitors' badge/lanyard** which they must wear at all times. Members of the School Board of Management and members of ESPA/ESOBGA are also required to follow these procedures.

Visitors 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.

Visiting Speakers:

When a visiting speaker is invited to the school, a biography of the speaker or institution must be provided with the purpose clearly defined as to the information the speaker/visitor wishes to communicate. The information must align to the values and ethos of the school. This must be discussed with the organiser prior to the visit. Whenever possible, a notice period of no less than one month be given prior to the speaker/visitor's proposed date at school. During the visit/talk the organising member of staff must ensure that at least one member of staff is present during the visit/talk, who is required to monitor what is being said to ensure that it aligns with the values and ethos of the school. In the unlikely event that the speech does not meet this requirement, immediate action must be taken by the member of staff to balance the information given and this must be reported to a senior member of staff immediately after the talk/visit.

Visitors are not allowed to do the following activities:

- 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.
- Physically restrain a child.
- 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.
- Give students details of your personal social network accounts or engage in any communication with students using social networking sites.

If you think a child is in need because they are suffering or are likely to suffer significant harm you MUST do the following:

1. Make a note of what you have seen or been told.
2. Don't make assumptions, keep an open mind.
3. Do not question the child.
4. Don't physically examine the child.
5. Never promise to keep secrets.
6. Be discreet - do not say anything that may place the child or yourself at risk.
7. Act quickly and share the information with the Designated Safeguarding Lead in the school, Mr Yiannis Georgiou.

If the disclosure or your concern relates to a member of staff, this must, as soon as possible, be shared with the Designated Safeguarding Lead and nothing should be said to the adult involved.

IF IN DOUBT ABOUT ANY OF THE ABOVE, PLEASE ASK.

June 2018