



# Safeguarding and Fire Safety Guide for Visitors

September 2021

## Designated Safeguarding Officers

Our Designated Safeguarding Lead is Mr Richard Chamberlain, who is a Deputy Headteacher.

Our Deputy Designated Safeguarding Leads are

- Mr Ben Walker, Assistant Headteacher
- Sarah Price, Headteacher
- Helena Staples, Head of Year 7
- Amanda Gamon, Pastoral Officer
- Tracey Findon, Pastoral Officer



Mr Chamberlain



Mr Walker



Mrs Price



Ms Staples



Mrs Gamon



Mrs Findon

All concerns or queries should be directed to Mr Chamberlain or Mr Walker in the first instance in person, or via:

[r.chamberlain@kingsschoolhove.org.uk](mailto:r.chamberlain@kingsschoolhove.org.uk)

[b.walker@kingsschoolhove.org.uk](mailto:b.walker@kingsschoolhove.org.uk)

In their absence concerns should be directed to Mrs S Price, Headteacher or another DDSL above.

Our Safeguarding Governor is Mrs Katherine Laux, and our Health and Safety Governor is Ms Anna Webb. Should you have any concerns, both governors can be contacted via:

[admin@kingsschoolhove.org.uk](mailto:admin@kingsschoolhove.org.uk)

The LADO is Darrel Clews, Darrel can be reached by telephoning: 01273 295643

### **As a visitor, you should:**

- Sign in and out at the Main Office
- Wear your visitors' pass at all times whilst on site and return it on departure
- Refrain from using a camera whilst on site
- Treat everyone with respect, adhering to our four core school values of: Love, Forgiveness, Respect and Responsibility
- Avoid physical contact with any students
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others
- Report any concerns you have regarding the safeguarding of any of our students to one of our safeguarding team. Safeguarding concerns may relate to: physical abuse, emotional abuse, sexual abuse, neglect, radicalisation and extremism
- If a student makes a disclosure to you that they have been, or are being, abused:
  - Try to encourage them to speak to a trained member of school staff (Mr Chamberlain, Mr Walker, Mrs Price, Ms Staples, Mrs Gamon, Mrs Findon)
  - If they still wish to speak to you: allow them to speak without interruption and without asking leading questions; record what they say; and pass the information immediately onto a designated school safeguarding officer
- If you have concerns about the conduct of staff, it is your responsibility to inform the Headteacher
- If your concern is about the Headteacher, contact the Governor responsible for Safeguarding or the Chair of Governors, Mrs Katherine Laux

## Fire Evacuation Procedures:

If the fire alarm bell rings whilst you are in the school please make your way to the MUGA sports courts, following other staff and students. Please muster at the point identified by signage, and ensure you are registered by the office team.

Visitors with limited mobility may need to make use of the refuge points on each staircase. A fire warden will be located at each refuge point and will support visitors and other individuals should the fire bell sound.

## Evacuation route

Fire exits are shown as green arrows, with the route to the muster point shown in red.

