

# Clitheroe Royal Grammar School



## Safeguarding Information for Visitors

**Welcome to Clitheroe Royal Grammar School.  
Please read this booklet carefully and ask if  
you have any questions.**

**Please ensure that you sign in at Reception and collect and wear a visitor's badge at all times. The badge MUST be worn visibly at all times during your visit.**

We recognise our responsibilities as a professional establishment for safeguarding young people and ensuring we provide a secure learning environment for our students and staff.

### **What are my responsibilities as a guest or visitor?**

All visitors and contractors must sign in at Reception on each and every occasion they visit the school.

If you have been requested to show your DBS certificate, please also bring another form of photo identification with you.

All adults visiting the school need to be aware that they are responsible for their own actions and behaviour within our learning environment.

We all have a duty to safeguard and promote the welfare of our students. Visitors should act promptly if they have concerns about a young person at risk of harm, or child abuse. It is important to pass on any information or concern even if you are unsure; it is better to report an incident to ensure that our young people are protected.

In the event of a fire or emergency please leave the building by the nearest fire exit, which will be identified by a green exit sign and assemble at the front gate of the school.

Our School Emergency Plan is summarised in every room. If you are unsure of where to go or what action to take in an emergency, or any other situation, any member of staff will provide guidance.

## **Safeguarding Guidance for Visitors to the School**

Adults visiting or working on the school site play an important part in the life of the school. You can play a part in keeping students safe whilst working at, or visiting, the school by observing the following guidelines:

- Do not initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit.
- Do not take any photographs (unless specific consent has been given by a member of the Senior Leadership Team for a specific purpose).
- Do not 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.
- Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites.
- If you have any concerns that a student may be at risk of harm, report it immediately to one of the Designated Safeguarding Leads (DSLs – see back page of this booklet) who can be contacted via Reception. Do not discuss your concerns with the student, and do not carry out an investigation.
- If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform a DSL of your concerns immediately.

For further guidance, the school's Safeguarding and Child Protection Policy can be found on the school website in the safeguarding section.

## Our Safeguarding Team

Designated Safeguarding Lead (DSL) Sixth Form	Mrs Kate Johnston
Designated Safeguarding Lead (DSL) Main School	Miss Jasmine Renold
Back-up DSL (Headteacher)	Mr James Keulemans
Back-up DSL (Senior Assistant Headteacher: Main School)	Mr James Hoyle
Back-up DSL (Assistant Headteacher: Main School)	Mr James Alcock
Back-up DSL (Assistant Headteacher: Sixth Form)	Miss Helen Ashton
Back-up DSL: (Assistant Headteacher: Sixth Form)	Ms Georgina Clark
Back-up DSL: (Student Support Manager: Main School)	Miss Chloe Connor
Back-up DSL: (Student Support Manager: Main School)	Mrs Kathryn Kinney
Back-up DSL: (Student Support Manager: Sixth Form)	Mrs Joanne Roberts
Back-up DSL: (Student Support Manager: Sixth Form)	Mrs Rachel Thompson
Back-up DSL: Inclusion Manager / SENDCO	Mrs Laura Jones

**If you have any concerns or questions, please do not hesitate to ask for a DSL at Reception.**