



Child Protection and Safeguarding
Policy is available from Reception.
Please ask for copies.

They are also available on our website
at:

www.thecastleschoolnewbury.org.uk

The Castle School Safeguarding and Health and Safety Information for Visitors

**Designated Safeguarding Lead
Caroline Whitlock – Deputy
Headteacher**

Welcome to The Castle School

'The Welfare of children is paramount'

We take seriously our responsibility to protect and safeguard the welfare of children and young people in our care.

We expect all staff, volunteers and visitors to share and act on this common commitment.

Safeguarding and promoting the welfare of children is defined as: protecting children from maltreatment; preventing impairment of children's mental health and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Remember, if in doubtspeak to the DSL or any member of SLT.

DBS Checks

ALL of our staff, governors contractors and volunteers have a full Enhanced DBS certificate which is obtained and verified prior to commencing employment.

Routine visitors will be required to obtain an enhanced DBS.

If unsure please speak to the Headteacher or DSL

Entry and Exit from School

Visitors must report to main reception upon arrival and when leaving the school site.

Visitors must show photographic identification and sign in as a visitor at reception where they will receive a visitor badge.

Visitors must wear their visitor badge - visible at all times on site.

Visitors should remain under the supervision of school staff during their visit and will not be permitted to be alone with students at any time.

Child Protection

If you are concerned about the safety of and child or young person in our school, you must report this to our Designated Safeguarding Lead (DSL) – Caroline Whitlock

or

James Whybra (DSL)

Jon Hewitt (DSL)

Kate Mason (DSL)

Will Harvey (DSL)

Hannah Daniell (DSL)

Safeguarding Governor is Nicola Markham

Disclosure

If a child or young person discloses information to you, please:

- * React calmly
- * Listen carefully
- * Do not promise confidentiality
- * Reassure
- * Record
- * Report to the DSL

Staff Conduct

If you are concerned about the conduct of a member of staff, volunteer or other visitor to the school, you must report this to the Headteacher, Jon Hewitt immediately. In his absence Deputy Headteacher Caroline Whitlock/James Whybra.

Confidentiality

Confidential or personal information about a student or family must never be discussed outside of school and information shared must be on a need to know basis and in line with school policies.

Online-Safety

The Castle School has a clear Online Safety Policy. Please ask at reception for further information.

Mobile Phones

Mobile phones must not be used to record or take photographs on site. Please discuss with the Headteacher or DSL for advice if needed.

Smoking

Smoking is not permitted anywhere on site at any time.

Driving

Please be aware that staff, students and visitors may be walking on site and driving speeds should be kept to a maximum of 10mph at all times. Slower than this is requested at peak times am and pm.

Fire:

On hearing the fire alarm, evacuate the building by the nearest exit, make your way to the assembly point and report to an available member of staff. Please make sure you know your way out, how to raise the alarm and the location of the assembly point. If you suffer any disability which may affect your ability to hear the alarm or evacuate the building, you must inform reception on arrival.

Fire Assembly point for visitors is outside the Reception building next to the car park.

Accidents:

If you have an accident or feel unwell, please ensure our staff are made aware. We can arrange assistance from a first aider or seek further help as appropriate to need. First aid is available from reception

A list of first aid trained staff is located in reception and staff rooms.