

# **BEECHWOOD JUNIOR SCHOOL**

## **Visitor Guide and Code of Conduct**



Together we can!

Welcome to

### **Beechwood Junior School**

This guide is designed to help you understand the measures in place to protect the Health, Safety and Security of students, staff and visitors whilst visiting our school site. Please take time to read this information.

If you have a disability or any special needs that we can assist you with or make your visit more comfortable, or you feel that you may require assistance in the event of a fire evacuation please let Reception know.

Thank you

### **Arrival on Site**

You will be asked to sign in using our electronic visitor management system. You will be given

- a lanyard
- visitors badge
- copy of this leaflet and our visitors code of conduct

Signing in confirms receipt of it. Please wear your lanyard & badge at all times. When leaving the site please sign out and return your badge to the reception desk. For your safety and for the safety of students, please do not walk around the school site unescorted unless given permission to do so.

### **Fire Safety**

Should the fire alarm sound you should evacuate the building from the nearest fire exit ensuring that doors are closed behind you. Fire Marshalls will direct you during an evacuation. Go to the Assembly Point on the back field. A member of staff will then check your name off against the visitors list.

DO NOT RETURN TO THE BUILDING UNTIL INSTRUCTED TO DO SO.

### **First Aid**

For all first aid requirements please contact either of the school offices. A trained first aider will be called to assist you or sent to the scene. All accidents or near misses must be reported to the school office. If you have any specific medical need please let us know in the strictest confidence so that we are aware.

### **Confidentiality**

Whilst in school, you need to be aware that anything you hear that relates to students, families and staff remains confidential and must not be repeated to anyone outside of the school.

### **Health & Safety**

The school has a Health and Safety Policy which is available if required. All staff and visitors have a duty to co-operate with the requirements of this policy and to take care of their own health & safety and that of others affected by their activities by:

- Supporting the school H&S requirements
- Ensuring their own work area remains safe at all times
- Supporting the H&S arrangements or using equipment correctly
- Complying with all safety procedures, whether written or verbally advised, for their own protection and that of others
- Reporting safety concerns to the site manager or DSL
- Reporting any incident to the Business Manager that has led or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near misses
- Not acting or omitting to act in any way that may cause harm or ill health to others

## Security

Please keep briefcases, laptops and bags with you at all times unless a specific area has been designated for you to store them. Please ensure that personal belongings and paper work are secure. Visitors are advised not to leave valuables in the car.

Do not walk around the school site alone, unless you are given permission to do so.

In case of abuse or threats to staff, students, parents or others, the school has authority to ban such persons from entering the school site. The police may also be called.

## Smoking

School operates a no smoking policy; this includes the grounds as well as the buildings. Signs are displayed to remind staff & visitors.

## Policies

Our School Policies can be found on the school website or on request from the school office.

[www.beechwoodjuniorschool.co.uk](http://www.beechwoodjuniorschool.co.uk)

## Safeguarding

A primary responsibility of Beechwood Junior School is to promote and safeguard the welfare of our students. To protect students, visitors should not put themselves in a position whereby their actions could be misinterpreted.

Visitors should ensure that any interactions are in open, observable spaces. Photos must only be taken of the students with permission of the Headteacher. Mobile phones must not be used around students and can only be used for telephone calls in an office space.

If you have any safeguarding concerns please report them immediately to a Designated Safeguarding Lead. The Designated Safeguarding Leads at our school are:



**Lucy Baker**  
Lead DSL



**Lucy Phillips**  
Headteacher



**Catherine Street**  
Deputy Head



**Katie Furby**  
Assistant Head

We fully recognise our responsibilities for child protection. We have a Child Protection and Safeguarding Policy that applies to all staff, governors, volunteers and visitors to our school. There are 5 main elements to this policy:

1. Ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with our students.
2. Raise awareness of child protection and safeguarding and equip our students with the skills needed to keep them safe.
3. Develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse/neglect.
4. Support our students in accordance with the agreed child protection/safeguarding plan.
5. Establish a safe environment in which our students can learn and develop.

Beechwood Junior School recognises that because our staff are in regular frequent contact with children, they are particularly well placed to observe signs of abuse. However, visitors to the school may have a concern and it is important that they understand how this can be reported.

### **Reporting Concerns**

If you have a child protection concern during your visit to our school, please immediately report your concern to one of the Designated Safeguarding Leads. You will be asked to document briefly the events which have given rise to the concern.

Beechwood Junior School follows the Local Children's Safeguarding Board guidelines for safeguarding children and may liaise with Children's Services and other agencies as appropriate. Any action taken by the school will, therefore, be in line with Local Authority Guidelines.

### **Listening to Students and Confidentiality**

Should a student make a disclosure to you it is important that you listen and do not dismiss the information. Students should be assured that their best interests will be maintained. Visitors are asked not to offer confidentiality or to "keep a secret". Instead please explain that you may need to pass on information to school staff in order to keep the pupil or other students safe. It is important that once a disclosure is made that any questioning of the students should be left to one of our trained staff

#### **Lead DSL**

Lucy Baker

[lucybaker@beechwoodjuniorschool.co.uk](mailto:lucybaker@beechwoodjuniorschool.co.uk)

#### **CRS – Children Resource Service** *(previously MASH)*

02380 832300 (professionals' line)

02380 233344 (out of hours)

If you are calling to share a concern about a child (possibly out of hours) then please give as much information as you have that may identify the child / family.

### **Summary**

If you have a concern about a pupil during your visit, report this immediately to one of our Designated Safeguarding Leads. Please ensure that you leave your contact details, should we, or other professional agencies, need to speak with you further about the disclosure.

#### **PLEASE ALWAYS FOLLOW**

**Beechwood Junior School Child Protection and Safeguarding Policy  
Which can be found on the school website or on request from school office**

# Visitor Code of Conduct

We welcome visitors to our school and we will act to ensure it is a safe place for pupils, staff and all other members of our school community. We encourage close links with parents and the community and believe that pupils benefit when the relationship between home and school is a positive one.

We seek to maintain positive relationships with all members of our school community and value our strong relationship with parents/carers which together helps us achieve the very best for the pupils in a mutually supportive partnership between parents, class teachers and the school community. If a parent/carer/visitor has concerns we will always listen to them and seek to address them.

We ask that every parent/carer/visitor to our school:

- respects the caring ethos of the school;
- approaches school staff for help with any issues in an appropriate manner;
- corrects their child's actions, especially where they could lead to conflict, aggressive or unsafe behaviour.

We will not tolerate abusive, threatening or violent behaviour including:

- using offensive language or displaying temper;
  - threatening, abusive or violent behaviour to any member of staff, visitor, fellow parent/carer, pupil or any other member of the school community;
  - damaging or destroying school property;
  - sending abusive or threatening emails or text/voicemail/phone messages, or other written communications to anyone within the school community;
  - defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook or other social media sites;
- 
- approaching someone else's child in order to discuss or chastise them because of the (perceived/actual) actions of this child towards their own child;
  - smoking, taking illegal drugs or the consumption of alcohol on school premises;
  - dogs being brought on to school premises (other than guide/assistance or school owned dogs).

Should any of the above occur on school premises, the school may feel it is necessary to take action by contacting the appropriate authorities and/or consider banning the offending adult from entering the school premises.

**Note: Can parents please ensure they make all persons responsible for collecting their children aware of this policy**

## **Inappropriate use of social network sites**

Any concerns you may have about the school or your child must be made through the appropriate channels by speaking to the school or following the school complaints policy and procedure.

Any inappropriate comments (including libellous or defamatory) made about the school, staff or pupils on any social media site will be reported to the appropriate 'report abuse' section of the site and the parent/carer will be asked to remove any such comment.

The school take very seriously the use of cyber bullying by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. The school will also consider its legal options to deal with any such misuse on social networking and other sites.

Please note that no meeting at the school may be electronically recorded without the express permission of all parties, and that information obtained without such permission will not be admissible in any proceeding.



Together we can!

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W: [www.beechwoodjuniorschool.co.uk](http://www.beechwoodjuniorschool.co.uk)