

Safeguarding on Site

Adults visiting or working on the John Chilton School site play an important part in the life of the school. You can play a part in keeping pupils safe whilst working or visiting us by observing the following guidelines.

- All visitors are required to SIGN IN via our InVentry system at the start of the visit and SIGN OUT at the end of the visit. Please wear your visitor's badge and lanyard at all times and read the information on the back of the badge. Return your badge and lanyard to the reception at the end of your visit.
 - If you have any concerns of a Child Protection or Safeguarding nature or that a pupil may be at risk of harm, inform the class teacher immediately and the Designated Safeguarding Lead (DSL) Sue Rademacher. In her absence please speak with either Parminder Tsangacos or Aidan Meech. Do not discuss your concerns with the pupil and do not carry out an investigation.
 - If you are concerned about a child's behaviour, please report this to a member of staff. Do not deal with it yourself unless the child is putting themselves at risk of harm.
 - Report any spillages or health and safety concerns immediately to a member of staff.
 - Please remember not all of our pupils engage with unfamiliar adults so do not expect a response.
 - Do not give any personal information to pupils such as your mobile phone number, personal email or address.
 - Do not engage in any communication with pupils using social networking sites.
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FIRE

In the event of a fire, proceed immediately out of the building by the nearest exit if downstairs and the South Stairs if upstairs. Head to the assembly point outside in the back playground.

MEDICAL

If medical assistance is required, please visit the medical room.

MOBILE PHONES

In line with our mobile phone policy, visitors **MUST NOT** use phones inside the school building, take any photos/recordings with personal devices or share images or comments on social media.

Please remember at all times you are a guest of the school and must respect the school's policies and procedures.

By signing in on our InVentry system you are confirming that you have read the above points and will adhere to them.