

Safeguarding Leaflet

This leaflet contains information for visitors about their own safety at Hasmonean High School and their responsibility to keep others safe.

Please take the time to read it. If you have any queries, please ask at the main office for more information.

All visitors must:

Sign in at security on entry to the school

Wear a visitor or agency badge, keeping it visible at all times

Sign out at security and return the visitor badge on leaving the school

Please note that the school cannot be held responsible for any personal effects—take care of your valuables.



Boys' Campus: Holders Hill Road, London, NW4 1NA
Girls' Campus: 2-4 Page Street, London, NW7 2EU
Telephone: 020 8203 1411

Fire/Intruder Alerts:

Fire

Continuous bell is a fire alarm
Please make your way as soon as possible to:
Boys' Campus - Playground at the rear of the school
Girls' Campus - Netball Courts behind the Gym

Intruder

An intermittent alarm and a voice message indicates the intruder alert Follow instructions of staff, but in general, lock and/or barricade the door Keep out of sight of the door and windows where possible

IDENTITY BADGES:

All visitors within Hasmonean High School must either wear their visitors badge received from security or their agency badge. Adults without a badge will be challenged.

For more information about Child Protection and Safeguarding, see our policy summary on our website www.hasmonean.co.uk

Keeping *everyone* safe

As a visitor, you have a responsibility to care for your own and for the health and safety of others.

Here are some key points about health and safety in our school:

- We have many *trained First Aiders* in the school. If you need First Aid assistance, ask any member of staff for help.
- There is *no smoking* anywhere on the school site.
- *No photographs, films or recordings* may be made without the permission of the Headteacher.
- Hasmonean is a 'limited nut zone'. Food containing nuts should not be offered to or eaten in the vicinity of the students.
- Please report *concerns about Health and Safety* to the school office.

Code of Conduct:

This code of conduct covers all adults visiting or volunteering at Hasmonean High School.

You should always:

- Behave in a mature, respectful, safe, fair and considered manner.
- Provide a good example and 'positive role model' to the students.
- Treat all children equally; never favour one particular child or group of children, or build 'special relationships' with individual children. We believe in positive behaviour management with clear rewards and sanctions in line with our behaviour policy.
- You should never behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to work with other people's children.
- Report to SLT, any difficulties with, for example, a child presenting particularly challenging behaviour.

Report to the Headteacher:

- Any behaviour or situation which may give rise to a complaint, misunderstanding or misinterpretation against yourself.
- Any behaviour of another adult in the school which gives you cause for concern regarding breach of this code of conduct or other school policies.

Keeping *young people* safe

We are committed to safeguarding and promoting the welfare of children and young people.

- We expect all staff, visitors and volunteers to share this commitment.
- All children have a right to be safe no matter who they are or their circumstances.
- Keeping children safe is everyone's responsibility.
- We all need to listen to children even though we may not be comfortable with what we hear.
- Always pass on any concerns and never promise confidentiality.

Young people can be abused physically, sexually, emotionally or through neglect.

If whilst working with a child you become concerned about:

Comments made by a child
Marks or bruising on a child
Changes in a child's behaviour

Please report these concerns to the Designated Safeguarding Lead(s), or to a staff member who, if they feel it is appropriate, will pass the information onto the Designated Safeguarding Lead(s).

If you have concerns about a child's safety, never keep them to yourself.

They may help to inform the bigger picture and prevent serious harm.

Please remember:

It doesn't matter if you are a paid worker, a volunteer, or a member of the community; you have a responsibility to act if you are worried about a child or about Health and Safety at Hasmonean High School.

Report *concerns about a child* to:

Designated Safeguarding Team

 <p>Mrs R Benarroch Designated Senior Person Boys' School ext 263</p>	 <p>Mrs D Lebreth Deputy Designated Person Boys' School ext 274</p>	 <p>Mr A Kalley Deputy Designated Person Boys' School ext 265</p>
 <p>Mrs L Waugh Designated Senior Person Girls' School ext 316</p>	 <p>Mrs M Langdon Deputy Designated Person Girls' School ext 217</p>	 <p>Mrs K Brice Deputy Designated Person Girls' School ext 311</p>