



Halliford
School
SHEPPERTON

Information for Visitors

September 2020

Welcome

Welcome to Halliford School, we hope that you enjoy your time with us. Should you have any questions during your visit then staff and students are more than happy to answer them for you although this document should help to get you started. The member of staff you are visiting will provide you with the information you need to ensure your visit is successful and productive. You are kindly asked to read through the contents of this brochure before entering the school. Have a wonderful visit.

Mr J Davies - Headmaster

Safeguarding Statement

Halliford School is committed to safeguarding and promoting the welfare of each and every child in its care. We recognise our moral and statutory responsibility to safeguard and promote the welfare of all students. We believe that all students, regardless of age, special needs or disability, racial/cultural heritage, religious belief or sexual orientation have the right to be protected from all types of harm and abuse. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. Child protection forms part of the School's safeguarding responsibilities.

Emergency Evacuation Notice

- If you discover a fire, break the glass in the nearest alarm point to set off the alarm.
- Leave the building by the nearest exit.
- Make your way to the assembly point which for visitors is on the Basketball Courts, alongside the main school field.
- You should register with the School receptionist who will have a record of all visitors to the site.
- The Bursar or Headmaster in consultation with the Premises Manager will summon the Emergency Services if the alarm sounds.
- On no account should anyone return to any building until given permission by the Headmaster / Bursar or Fire and Emergency Services.
- Please remain at the assembly point until the all clear is given.

Accidents and Incidents

Please report these to reception or the member of staff who is looking after you. A first aid kit is also held in reception.

Visitor's Toilets

Please use the toilets in reception or ask the member of staff who is looking after you.

Smoking

Smoking is not permitted anywhere on the school site.

Response to the Coronavirus (Covid-19)

During the Coronavirus Pandemic, the school's visitor policy aims to keep everyone on the site safe. It also aims to give clear guidance to all visitors. The majority of meetings between members of the school staff and parents or members of the public may well be conducted virtually using Microsoft Teams (including presentations by visiting speakers) or over the phone or email. If, however, there is a clear need for a face to face meeting, or an in-person visit to the school site, this will be arranged in advance and the following guidance must be followed.

Medical declaration

By coming onto the school site, all visitors confirm the following:

- You are not displaying any symptoms of coronavirus (a new, persistent cough; a high temperature; a loss or change to sense of smell or taste).
- You are not currently required to self-isolate as per government guidelines (details [here](#))
- You have not returned from a country on the restricted list (details [here](#)) within the last 14 days and are currently required to self-isolate.

Visitors who have an appointment to come inside the school building will be required to complete an [online health declaration](#) for each visit, to confirm these details before accessing the site. This applies to all visitors meeting a member of school staff or students, contractors required to work within the building, parents and those attending admissions events / tours.

Masks / Face Coverings

All visitors to the School are kindly requested to wear a mask / face covering throughout their visit to the school site, this includes any time spent outdoors. Hand sanitisers and Hand Washing facilities are available in Reception.

Social Distancing and Routes around the site

All visitors are kindly asked to observe our social distancing protocols, maintaining a 2-metre distance from all adults and students whenever possible. Visitors will be with a member of staff at all times, but are asked to follow the signage to ensure that the one-way systems around the site are observed and that the school remains a safe environment. A copy of the site map is attached.

Arrival at the School

Please arrive at the main entrance to the School from Russell Road and contact Reception via the intercom system. You will be asked to confirm that you have a pre-arranged appointment and the name of the member of staff responsible for your visit. A parking place will have been arranged for you. Once parked please proceed immediately to reception which is on the right of the main school building. You will be asked to have your temperature taken and to confirm that you have completed a health declaration. If you have not completed your health declaration, you will be asked to do so using your own mobile device please. You will then be given a lanyard and visitor pass which must be displayed at all times. Our Receptionist will then contact the member of staff who will be responsible for your visit and they will come and collect you from reception. Throughout your visit you must be escorted at all times unless we have cleared you for unsupervised access.

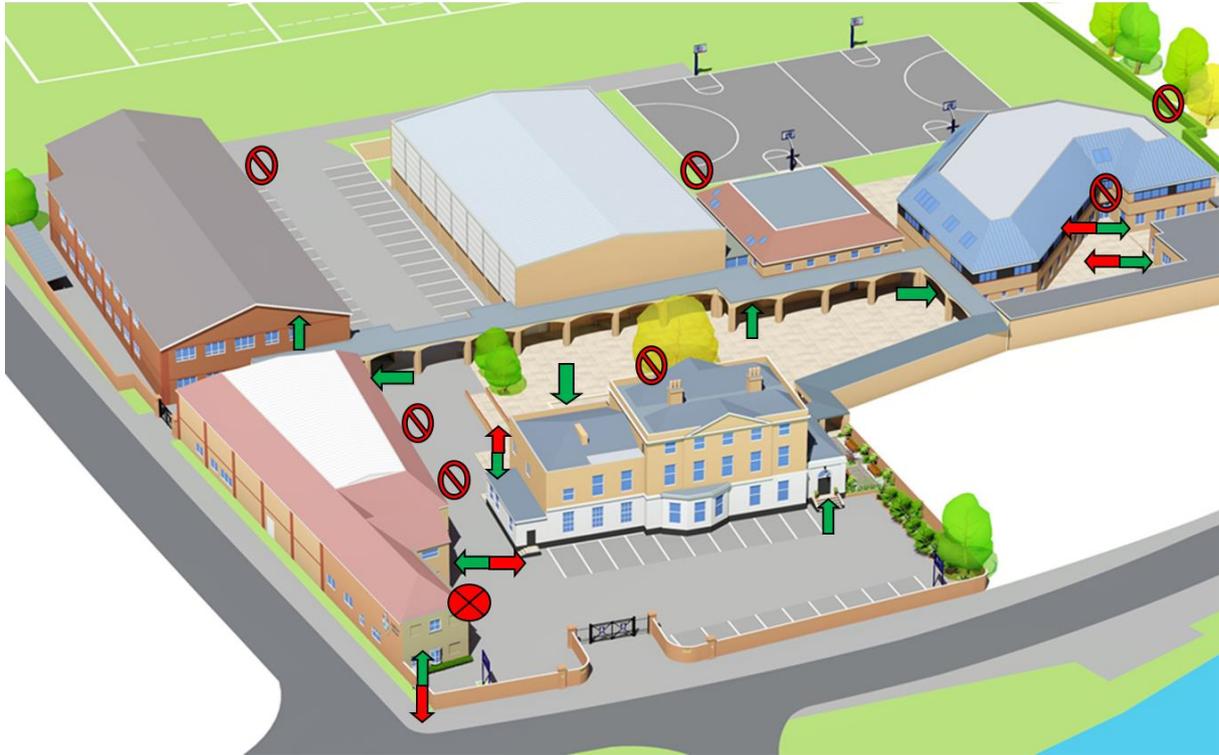
During your visit

Should you become unwell during your visit, please advise the member of staff responsible for you and they will either arrange for you to leave the site if well enough or will take you to our Quarantine facility where further help can be arranged.

As a visitor to Halliford School we kindly ask you to follow the following points:

- You must sign in at Reception and please sign out as you leave.
- Your visitor badge must be worn and clearly visible at all times.
- Please wear a mask / face covering at all times.
- Please keep 2-metre distance from all staff and students whenever possible.
- The use of mobile telephones and other electronic devices (including cameras) is not permitted in any areas of the school where the students are present.
- Should you need to use your mobile telephone or electronic device whilst visiting Halliford School, please speak to a member of staff who will direct you to an area where these can be used safely.
- Personal photography is not permitted whilst you are visiting the school.
- Always report to the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead anything which causes you concern about a student's welfare and safety or your own.
- In the event that a student makes a disclosure to you, please refer to the guidelines in this leaflet to assist you and refer the matter directly to the Designated Safeguarding Lead or one of the Deputy Designated Safeguarding Leads as soon as possible.
- Never promise complete confidentiality to a student. Make it clear you may need to tell one other person, this would usually be the Designated Safeguarding Lead.
- Do not give out your personal details including your personal mobile number to students or parents without the prior agreement of senior staff.
- Any contact with parents or students by email must be via a staff school email account.
- Students must not be transported in your own vehicle.
- You must not be left alone with a child or children. Avoid one to one meetings in remote or secluded areas of the school. Ensure there is visual access, and that there are other staff around or at least aware of the meeting.
- Never pass on confidential information without first seeking guidance from a senior member of staff.
- Report immediately to a senior member of staff any indication (written, verbal or physical) that suggests a student may be infatuated with you, or with a colleague.
- As a general rule do not touch students. Report any physical contact which concerns you or which you believe may have been misconstrued.
- If you have any concerns or questions during your visit please ask at the School Reception and you will be directed to the relevant member of staff.

One-Way Systems around the Halliford School Site



↑ Entrance
Only
Exit Only

↑ Entrance and Exit
Wait until invited
to enter.

⊗ No entry

In the event of a disclosure to you from a student

Please DO

- Listen to and take seriously any disclosure or information that a child may be at risk of harm.
- Explain sensitively to the person that you have a responsibility to refer the information to the Designated Safeguarding Lead (Mr Bown) or one of the Deputy Designated Safeguarding Leads.
- Try to ensure that the person disclosing does not have to speak to another member of School staff before they speak with either the Designated Safeguarding Lead (Mr J Bown) or one of the Deputy Designated Safeguarding Leads.
- Clarify the information. Using actual words where possible. Make written notes and sign and date the record before handing to the Designated Safeguarding Lead (Mr J Bown) or one of the Deputy Designated Safeguarding Leads.
- Try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- Try not to show signs of shock, horror or surprise.
- Don't express feelings or judgements regarding any person alleged to have harmed the child.
- Reassure and support the person as far as possible.
- Explain that only those who 'need to know' will be told.
- Explain to the young person what will happen next and that they will be involved as appropriate.
- Make sure the child is safe and supported.
- Complete a Cause For Concern Form and return it to the Designated Safeguarding Lead (Mr J Bown) or one of the Deputy Designated Safeguarding Leads as soon as possible.

Please DO NOT

- Promise confidentiality.
- Judge or criticise the alleged perpetrator or the child.
- Ask leading questions.
- Interrogate or try to establish if the child is telling the truth.
- Attempt to investigate the circumstances.
- Put words in the child's mouth (i.e. finish their sentences).
- Trivialise any aspect of a disclosure.
- Let any allegations, suspicions or concerns go unreported.
- Undress the child or examine clothed parts of the child's body in an attempt to determine the nature of any such injuries/neglect.
- Make promises they cannot keep e.g. "I'll stay with you all the time" or "it will be alright now".

The Safeguarding Team

Who to Contact should you have a concern

Designated Safeguarding Lead

Mr J Bown - Senior Deputy Head and DSL

deputyheadpastoral@hallifordschool.co.uk or Tel: 01932 234927



Deputy Designated Safeguarding Leads

Mr J Davies – Headmaster

headmaster@hallifordschool.co.uk



Mr S Slocock – Assistant Head Co-Curricular

assistantheadcc@hallifordschool.co.uk



Mr Matthew Shales – Head of House

matthew.shales@hallifordschool.co.uk



**Halliford School
Russell Road
Shepperton
TW17 9HX**

**Telephone – 01932 233593
www.hallifordschool.co.uk**