



SAFEGUARDING AND SAFETY INFORMATION FOR VISITORS

We hope that your visit to Cheam will be enjoyable, informative and safe. Please help us by reading and complying with the guidance contained in this document, which is intended to ensure your health and safety whilst at Cheam. If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.

| Security

All visitors and contractors coming into Cheam must report to Reception.

As a visitor you will be asked to sign in and be issued with a badge that must be worn prominently so staff and pupils can see you are a visitor. Dependent on circumstances, if you are working with pupils you will also be asked to produce your DBS and/or other forms of identification.

If you are a regular visitor to Cheam, you will need to sign in on each occasion.

| Fire and Evacuation

- Your host will explain to you what to do in case of emergencies and fire alarms.
- The alarm is a continuous bell. You must leave the building by the nearest exit.
- Stay with your host as they will escort you to the assembly point.
- The assembly point is the tennis courts during the day and Courtyard in the evening.
- Do not take personal risks.
- Do not re-enter the building until told to do so.

| Smoking

Cheam operates a no smoking policy within the school. Please do not smoke anywhere on the school site, except in the designated smoking area, which your host will show you if required.

For further guidance, the school's Safeguarding Policy can be found on the school website.

Thank you for helping to keep Cheam safe.

SAFEGUARDING GUIDELINES FOR VISITORS OF THE SCHOOL

Adults visiting or working on the Cheam site play an important part in the life of the school. You can play a part in keeping pupils safe, whilst visiting or working at Cheam, by observing the following guidelines:

- Do not initiate verbal or physical contact with pupils unless it is appropriate and part of your agreed reason for your visit.
- Do not take photographs or videos of pupils unless it is part of the agreed reason for your visit.
- Do not give any personal information to students, such as telephone numbers or personal email addresses.
- Do not give pupils details of your personal social network accounts or engage in any communication with students using social media sites.
- If you have any concerns that a pupil may be at risk of harm, report it immediately to the Designated Safeguarding Lead (DSL), Mrs Kate Hudson, or Miss Jenifer Hillman regarding issues for the Pre-Prep. This can be done from the Front Office. Do not discuss your concerns with the pupil, and do not carry out your own investigation.
- If your pupil makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the DSL (Mrs Kate Hudson or Miss Jenifer Hillman regarding issues for the Pre-Prep), or another member of staff, of your concerns immediately.

