

Visitor Information and Safeguarding Procedures at Buckswood School

GUIDANCE FOR ADULTS VISITING OR WORKING ON OUR CAMPUS

Safeguarding Children and Young People

Buckswood School assure all visitors a warm, friendly and professional welcome to our School whatever the purpose of your visit.

We have a legal duty of care to ensure the health, safety, security and wellbeing of all students and staff. The duty of care incorporates the duty to 'safeguard all learners from subjection to any form of harm, abuse or nuisance'.

You have a personal responsibility to comply with the School's safeguarding policies in order to ensure your personal safety and that of others. These are available to view on our website and you may view a printed copy on request.

There can be no complacency where child protection and safeguarding procedures are concerned.

Please follow the guidance and help us to keep Buckswood a safe environment for learning.

Visitors Arrival Information

On arrival, please ensure that you sign in at Reception and collect a visitor's badge. It is imperative that you wear the badge at all times during your visit and it is clearly visible.

Visitors are required to sign out on leaving the campus and return the visitors badge back to reception.

All visitors who are not DBS checked must be accompanied by a member of staff at all times.

Any visiting speakers must ensure their message supports fundamental British Values and are consistent with the School ethos.

Expected Standards of Behaviour

Buckswood School encourages close links with parents and the community. We believe that our learners benefit when the relationship between home and school is a positive one.

We expect that appropriate behaviour and language should be maintained at all times.

We have a responsibility to protect our staff and students from violence and will not tolerate any form of violence at any time.

Buckswood School expects and requires its staff to behave professionally and we expect parents/carers and other visitors to behave in a reasonable way towards staff. Types of behaviour that are considered serious and unacceptable and will not be tolerated are listed below. This is not an exhaustive list but seeks to provide illustrations of such behaviour:

- Excessive noise
- Threatening or abusive language/behaviour, including shouting at staff in person or over the telephone.
- Physically intimidating a member of staff e.g. standing very close to him/her.
- Shaking or holding a fist towards another person
- Swearing at a member of staff
- Hitting e.g. slapping, punching, kicking
- Offensive gestures or behaviour
- Spitting
- Racist or sexist remarks
- Wilful damage to property
- Breaching of security procedures
- Theft
- Violence

Unacceptable behaviour will not be tolerated and may result in the Police being informed.

Vehicles

Vehicles parked at Buckswood do so at the owners' risk.

The use of mobile phones whilst driving around the school is prohibited.

There is a speed limit of 5mph.

Valuables

Please take care of your valuables. The School cannot be held responsible for any personal effects.

Boarding Houses

Public access to boarding houses is prohibited when students are present. If you wish to visit a boarding house, please ensure you are signed in and accompanied at all times by a suitable member of staff.

Contractors

Contractors are required to sign 'in and out' at the start and end of every shift and must wear a visitors badge.

Smoking

Smoking is prohibited on campus.

Dogs

All dogs must be kept on a lead.

Photography

Photographs of pupils may only be taken with prior permission.

Child Protection

Please come to the Wellbeing Hub to meet the DSL (Designated Safeguarding Lead) if you have a concern and if you require a welfare form.

Safeguarding team:

Brendan Commene, Designated Safeguarding Lead	Wellbeing Hub	Extension 245
Anne Jeffery, Safeguarding Officer	Wellbeing Hub	Extension 244
Jenny O'Shea, Head of Boarding		07903348812
Di Durrent, Deputy Principal		Extension 216
Angelo Miccoli, Housemaster		07903349200
Gary Morris, Teacher		gmorris@buckswood.co.uk

Fire Safety

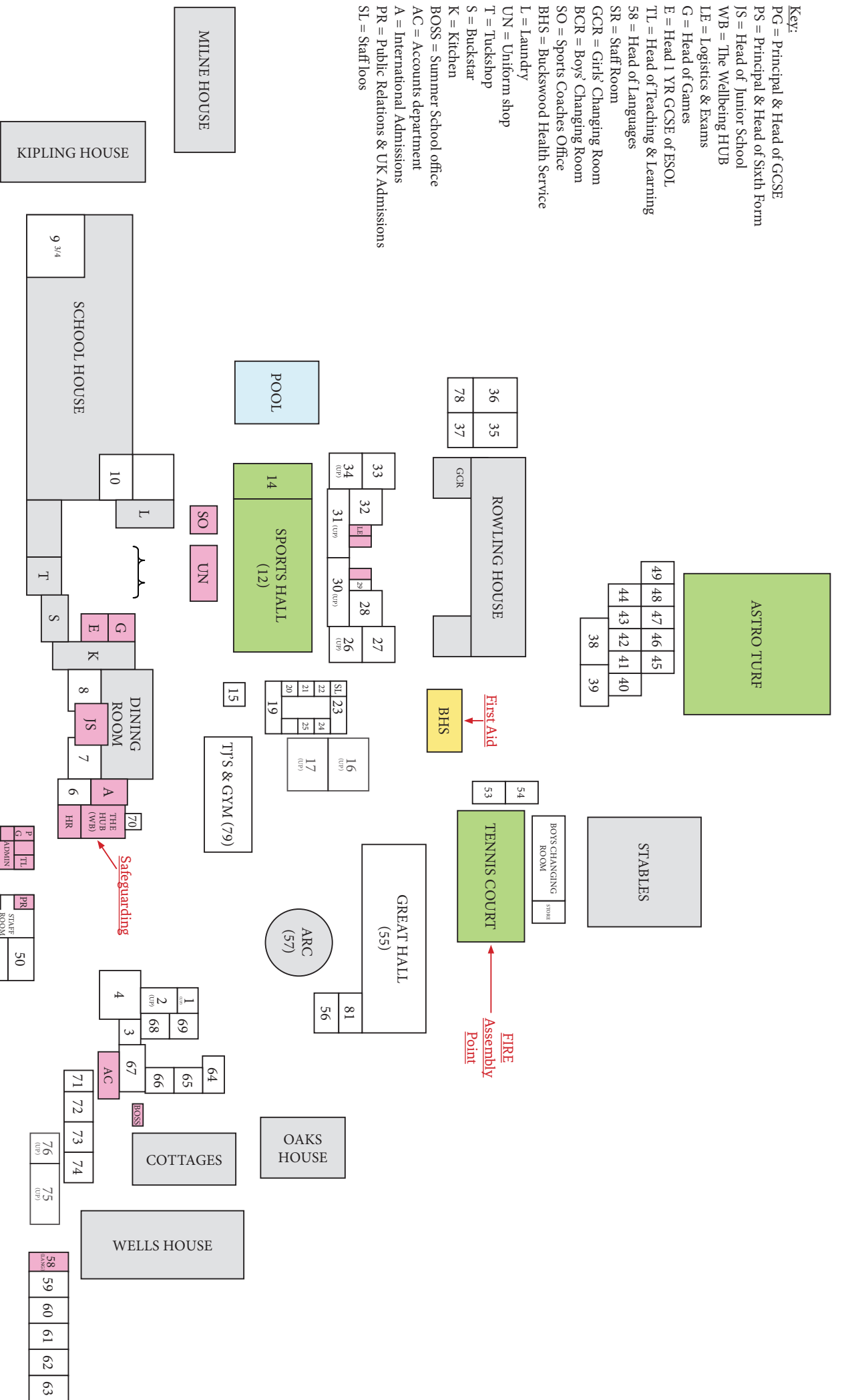
In the event of a fire or an emergency evacuation, please follow the emergency evacuation procedures which are displayed around the site or as directed by the member staff who you are visiting. The muster point is the Tennis Court. A prolonged alarm signifies a fire alarm for the emergency evacuation of the premises.

First Aid

For First Aid facilities, please contact reception or the Buckswood Health Service.

We hope you enjoy your visit to Buckswood School

- Key:**
- PG = Principal & Head of GCSE
 - PS = Principal & Head of Sixth Form
 - JS = Head of Junior School
 - WB = The Wellbeing HUB
 - LE = Logistics & Exams
 - G = Head of Games
 - E = Head 1 YR GCSE of ESOL
 - TL = Head of Teaching & Learning
 - 58 = Head of Languages
 - SR = Staff Room
 - GCR = Girls' Changing Room
 - BCR = Boys' Changing Room
 - SO = Sports Coaches Office
 - BHS = Buckswood Health Service
 - L = Laundry
 - UN = Uniform shop
 - T = Tuckshop
 - S = Buckstar
 - K = Kitchen
 - BOSS = Summer School office
 - AC = Accounts department
 - A = International Admissions
 - PR = Public Relations & UK Admissions
 - SL = Staff loos



Buckswood School - Campus map
September 2017