STAHS PREP

SAFEGUARDING AND VISITORS INFORMATION

PREP SCHOOL

WELCOME TO STAHS PREP

Thank you for visiting STAHS, we hope you enjoy your time at our School. Please take a moment to read the information in this leaflet to ensure that you are aware of and can comply with our essential policies and procedures, helping us to promote the health, safety and wellbeing of all staff, pupils and visitors.

CHILD PROTECTION

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children has a role to play in protecting them from maltreatment, preventing the impairment of their health or development and taking action to enable all children to have the best outcomes. At STAHS we believe that all pupils have the right to be safeguarded from harm and exploitation regardless of:

- Race, religion, preferred language ethnicity
- Age, gender, sexuality or disability

If you have concerns about a young person's safety during the course of your visit to STAHS:

1. Immediately inform the Designated Safeguarding Lead or one of the members of the Safeguarding Team.
2. Write careful notes about what you have heard, witnessed or have been told. Sign, time and date all notes.

If you suspect abuse, a young person confides in you, or a complaint is made to you about any adult or about yourself, it is your duty to report the concern.

SAFEGUARDING TEAM

DESIGNATED SAFEGUARDING LEAD

Mrs Catherine Kordel
(Acting Deputy Head Pastoral)
KordelC@stahs.org.uk
01727 792205
07714 248873

DEPUTY DESIGNATED SAFEGUARDING LEADS

Mrs Lucy Still
(Deputy Head Pastoral Prep)
StillL@stahs.org.uk
01582 839270
07512 713772

DESIGNATED SAFEGUARDING LEAD FOR EYFS

Miss Francesca Pay
(Head of Pre Prep)
PayF@stahs.org.uk
01582 839270
07512 713779

Mr Mike Bryant
(Head of Prep)
BryantM@stahs.org.uk
07714 569683

Mrs Amber Waite
(Principal, St Albans Education Group)
Principal@staeg.org.uk
01727 792514
07990 073664

If none of the above are immediately available, please report to reception who will ensure you are able to speak to a deputy DSL or other member of staff with safeguarding responsibilities.

OUR COMMITMENT TO SAFEGUARDING

Adults visiting or working on STAHS sites play an important part in the life of the School, whether helping to maintain the buildings or grounds or visiting as a lecturer or guest speaker.

We can all play a part in keeping the young people in the School safe whilst working at or visiting the School. This is whether you are directly employed by STAHS, a guest or a contractor or sub-contractor.

It is important that we also take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that is not intended. The School wants to promote safe working practices for everyone on STAHS sites, whatever your job or reason to be here.

To keep yourself safe from possible allegations, please follow this advice.

DON'T...

- Instigate verbal or physical contact with pupils (this applies both on and off the grounds) unless it is appropriate and a part of an agreed reason for your visit.
- Respond to verbal or physical contact from pupils. If this occurs, or you have any other concerns about pupil behaviour then report it immediately to the member of STAHS staff who is responsible for your visit.
- Give personal information to any pupil; for example your name, address, telephone or mobile phone number or email address.
- Do not accept or respond to a pupil attempting to give you personal information; for example their name, address, telephone or mobile phone number or email address.
- Accept physical or verbal abuse from a pupil. Do not respond yourself but report it immediately to a member of STAHS staff.
- Allow yourself to be unaccompanied in the School if STAHS does not hold a current DBS certificate for you.

DO...

- Be aware that verbal interaction with pupils may be interpreted by them as being offensive or inappropriate, even if this was not your intention.
- Report any unacceptable behaviour from a pupil.
- Be aware that contact made outside of STAHS grounds with a pupil may also be considered inappropriate by that individual and could lead to your interaction being misinterpreted.
- Ensure that you have your Visitors badge or other School-issued identification badge on your person and visible at all times.
- Ensure that you fulfil the criteria in your Risk Assessment in terms of supervision around young people. For example, if the School does not hold a current DBS certificate for you, you must be accompanied by a member of STAHS staff at all times for the duration of your visit.

POLICIES AND PROCEDURES

Please ensure that you have read and understood our Safeguarding Children leaflet.

Copies of key School policies, including the Safeguarding and Child Protection Policy and Procedures, can be viewed through the QR code here:
Alternatively, they can be requested from Reception.
All visiting contractors must also comply with the School's Contractor Guidelines.

HEALTH AND SAFETY

All visitors are expected to take reasonable care of themselves and of others who may be affected by their acts or omissions. Visitors must act in accordance with the School's Health and Safety Policy at all times and should be mindful of any hazards that may be present. Please follow any relevant health and safety instructions given by the School.

NON-SMOKING SITE

Visitors are advised that the School is a non-smoking site and smoking is not permitted anywhere within the School grounds.

ARRIVAL

All visitors must report to Reception upon arrival, where they will be asked to show photographic ID and to sign in via the School's visitor management system (InVentry). Each visitor will be given a pass and a lanyard to wear at all times. Unless visitors have undergone an approved DBS check, they will be issued with a red lanyard and must be accompanied by a member of staff for the entirety of their visit.

The School contact you are visiting will make you aware of emergency procedures and the location of School facilities, and will be on hand to answer any queries. Please return your lanyard to Reception and sign out via InVentry when leaving the School.

Any visitor who is not wearing an identity badge will be challenged politely to establish who they are and what their business on the School site is.

Please do not attend the School if you are feeling unwell or displaying any symptoms of coronavirus or any other infectious disease.

EMERGENCY EVACUATION

Evacuation instructions are displayed across the site; please familiarise yourself with these. If you discover a fire, please withdraw, and activate the nearest 'fire, break glass' point.

If you hear the continuous sound of the fire alarm, please leave the building immediately by the nearest exit. The fire assembly point is located on the playing fields. Do not enter the building again until you are informed that it is safe to do so.

If you require assistance with evacuating the building, please ensure that you make a staff member aware.

SITE SECURITY

To maintain site security, the School operates an adaptable access control system. The School also operates a network of external and internal CCTV cameras.

Please always ensure that you keep your personal belongings with you; the School cannot take responsibility for the safety or security of your possessions, including vehicles.

LOCKDOWN

On hearing the lockdown signal, please follow lockdown procedures and keep away from doors and windows. Lock or barricade the door to your area and pull down blinds where possible. Hide, stay silent and await further instruction.

ACCIDENTS AND INCIDENTS

The School has a team of qualified first aiders on site, in addition to the School nurse, who is available during School hours in the Nurses Room, which is located next to the Staff Room.

If you or someone else is injured or experiences a near miss during your visit, please report this immediately to a member of staff who will ensure that you receive appropriate medical attention. A record of the accident/incident will also be logged by the School.

Defibrillators are located in the Main Reception and in The Lodge.

If someone requires immediate emergency or lifesaving treatment, dial 999.

ALLERGIES AND DIETARY REQUIREMENTS

We are a nut-aware environment and due to the possible severity of nut and peanut allergies, we will not knowingly serve foods containing nuts or peanuts within our School. Visitors are therefore asked not to bring items containing nuts or peanuts onto site. Please advise the School in advance if you have an allergy or specific dietary requirement, where relevant to your visit.

USE OF INTERNET AND ELECTRONIC DEVICES

Do not take pictures or films of pupils unless there is a legitimate reason to do so, and you have been given express permission by a senior member of staff at the School.

Details of visitor Wi-Fi access are available from Reception. Anyone using the School's systems and/or School Wi-Fi must comply with the Acceptable Use Policy as well as the BYOD Policy (where applicable).

BEHAVIOUR AND CONDUCT

We expect all visitors to uphold the ethos and values of STAHS, to behave appropriately, use suitable language and treat all with fairness and respect.

All provisions of the Safeguarding Children leaflet must be followed at all times.

Please respect the need for confidentiality and do not discuss pupils, staff, or other School matters outside of School.

ACCESSIBILITY

There is step-free access across all of the ground floor of the School and lift access to the basement and first floor of the main building. A hearing loop system is in place. Limited onsite disabled parking is available and can be pre-arranged with the School. Should you require any specific assistance please ask beforehand or make your needs known on arrival.

TOILETS

Staff/visitor/disabled toilets can be found around the School, and we politely ask that you only use these toilets, and not those designated for pupils. Toilets for male, female and disabled visitors are located through the main doors in Reception and along the corridor on the right.

CAR PARKING

Visitor parking is available at the Prep School, but please do not park in the area marked 'Drop Off Zone'.

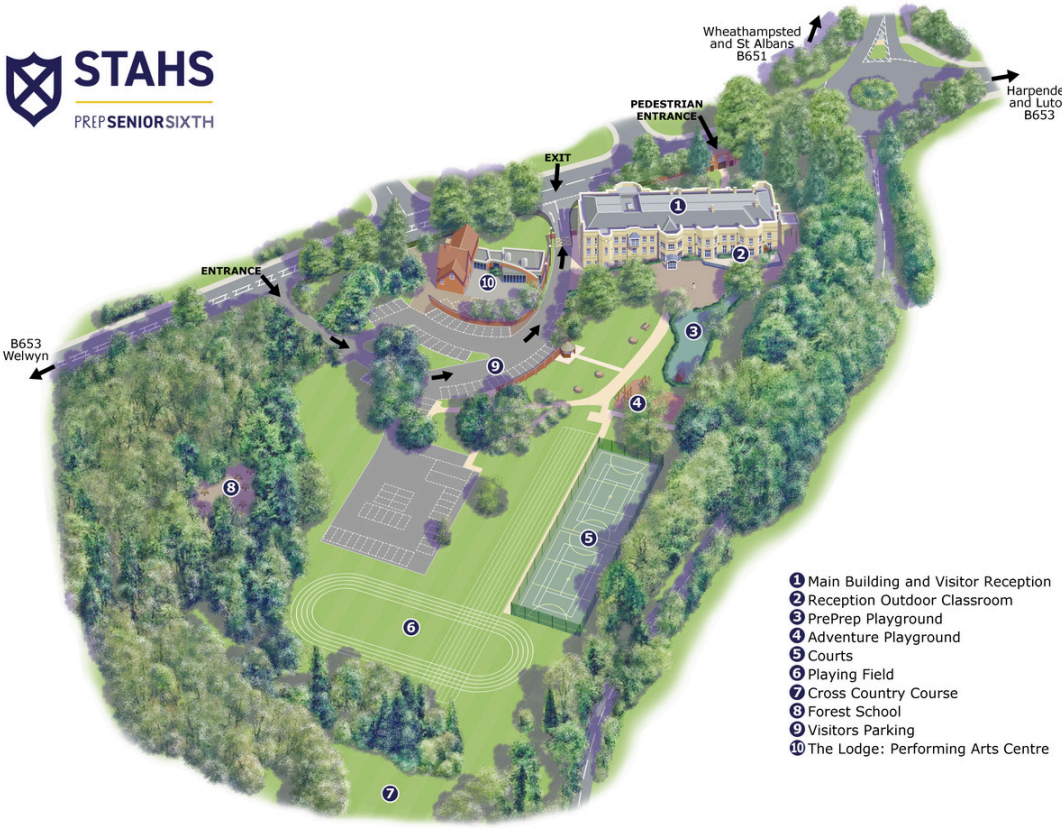
KEY SCHOOL CONTACTS

If you have any queries or need to speak to someone during your visit, one of the following people should be able to help:

General queries: Reception
(Ext. 600)

Safeguarding: Acting DSL – Catherine Kordel
(Ext. 294)

Site safety: Director of Estates – Chris Birkbeck
(Ext. 302)

MAP OF THE SCHOOL SITE

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