



## HOLMEWOOD HOUSE SCHOOL

### Safeguarding Information for Volunteers, Visitors, Contractors & External Service Providers

Holmewood House is committed to promoting and safeguarding the welfare of children and all staff, volunteers and other third parties are expected to share this commitment. Working in a school means that you need to be aware of safeguarding issues and the need to work in an open and transparent way. Our safeguarding procedures ensure appropriate boundaries are in place to protect the pupils, but also to protect adults from allegations.

**By signing in you confirm that you have read, understood and will follow these guidelines.**

Please adhere to the visitor policy and safeguarding guidelines below to keep yourself and others safe:

- On arrival, please sign in at Reception. Please be prepared to show your photo ID (e.g. passport/driving licence)
- Always wear the visitor's lanyard – this must be always visible and returned at the end of your visit.
- Mobile phones and wearable tech must not be used in the vicinity of pupils. **Under no circumstances take photographs or videos of the children using a personal device.**
- Always speak and act in a professional manner. Do not become overly familiar with the children.
- Only access areas of the school you have been permitted to enter.
- If a pupil says something that is inappropriate or makes you feel uneasy, please report it immediately to a member of staff.
- In the unlikely event you are working alone in a space with a single child present, please remove yourself immediately and either wait for the child to leave or speak to a member of staff so they can ensure the space is vacated. Any such situation must be recorded and logged with a member of staff before you leave the site.
- Visitors must observe good hygiene and respect current public health guidance.
- Visiting Speakers will be supervised by a member of staff. At no point will a Visiting Speaker be left unsupervised whilst pupils are present.
- Holmewood House will keep a formal record of any visiting speakers. Any information gathered will be kept in accordance with the school Data Protection Policy.

#### **Safeguarding Statement:**

All staff and visitors have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and always ensure compliance with Holmewood House Safeguarding policies.

**Any safeguarding concerns MUST be reported immediately to the Safeguarding Team.**

#### **Safeguarding Team:**

##### **Designated Person for Child Protection (DSL):**

Simon Porter [sporter@holmewoodhouse.co.uk](mailto:sporter@holmewoodhouse.co.uk)

##### **Deputy DSLs:**

Kevin O'Riordan [koriordan@holmewoodhouse.co.uk](mailto:koriordan@holmewoodhouse.co.uk) (Boarding)

Antoinette Faure [afaure@holmewoodhouse.co.uk](mailto:afaure@holmewoodhouse.co.uk) (EYFS & Pre Prep)

Danielle Swift [dswift@holmewoodhouse.co.uk](mailto:dswift@holmewoodhouse.co.uk) (Medical)

Ruth O'Sullivan, Head [rosullivan@holmewoodhouse.co.uk](mailto:rosullivan@holmewoodhouse.co.uk)

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