

# Whitehill Junior School



## **GUIDANCE FOR ADULTS VISITING OR WORKING ON SITE**

We aim to provide a safe and secure environment for our students, staff, volunteers and visitors.

The leaflet will provide some useful advice and information and also outlines what is expected of you.

Whitehill Junior School  
Whitehill Road  
Hitchin  
Herts  
SG4 9HT

01462 621313

[admin@whitehill.herts.sch.uk](mailto:admin@whitehill.herts.sch.uk)

[www.whitehill.herts.sch.uk](http://www.whitehill.herts.sch.uk)

## Safeguarding

Adults visiting or working on a school site play an important part in the life of a school. We want to promote safe working practices for everyone on a school site, whatever job you do.

Keeping children safe is covered by a statutory document: Keeping Children Safe in Education (DfE September 2023).

Whitehill Junior School operates a child centred and co-ordinated approach to safeguarding. Safeguarding and promoting the welfare of children (everyone under the age of 18) is everyone's responsibility.

Safeguarding is defined as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.

We must consider, at all times, what is in the best interests of the child. No single practitioner can have a full picture of a child's needs and circumstances. Everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

We have three staff who have completed the Designated Safeguarding Lead training.

If you have any questions or queries in relation to safeguarding, please speak to one of the team immediately.

Steve Mills (Headteacher)  
Designated Safeguarding Lead (DSL)



Antonia McConnell Smith (Assistant Head)  
Deputy Designated Safeguarding Lead (dDSL)



Heidi Burniston (Assistant Head)  
Deputy Designated Safeguarding Lead (dDSL)



## **Online Safety policy**

Online safety leads: Steve Mills (DSL)  
Glenn Denney

This is designed to ensure that you are aware of your responsibilities when using any form of IT in the school and other aspects of safeguarding in connection with online safety.

- I understand I may only use my personal mobile phone(s) and other devices with camera functions in designated areas. When not in a designated area, phones should be switched off and out of sight. Any exception must be pre-arranged.
- I will not take images, sound recording or videos of school events or activities, on or off site, on any device. Any possible exception must be pre-arranged.
- I will not give out my personal details such as mobile phone number, email address, and social media account details to students and parents/carers. Where appropriate I may share my professional contact details with parents/carers provided the DSL or Headteacher is informed before I leave the school.
- I understand my visit to the school may give me access to privileged information about students, staff, school systems and plans. Such information should never be shared online, including on social media sites.
- I understand I should not use school equipment to access the internet without prior approval from my contact in the school or the Headteacher.
- If working in the classroom, I will pre-check for appropriateness all internet sites I intend to use including checking the acceptability of other material visible on the site. I will not free-surf the internet in front of students. If I am in any doubt about the appropriateness of the content I plan to use I will check with my contact in the school.

## **Health and Safety**

While on site, you are legally responsible for taking reasonable care of your own health and safety and the safety of others affected by your activities.

If you have any concerns regarding health and safety, please raise it with reception.

Whitehill Junior School is a no smoking site.

Please only park in the car parking bays.

## **First Aid Procedures**

In the event of injury or illness, please contact the office (ext.200 / 201), where first aid will be arranged.

All accidents must be reported to the Admin Team

## **Fire Evacuation Procedures**

In the event of a fire, the alarm will sound; please proceed to the assembly point on the (lower) green playground via the nearest fire exit.

All visitors will be registered.

You will be advised when re-entry is permissible.

If you have a medical condition that might restrict your ability to exit the building in an emergency, please inform reception on arrival.

## **Keeping yourself safe**

- **Do not** respond to verbal or physical contact from students.
- **Do not** give any personal information to a pupil or accept or respond to a student's attempts to give you their personal information.
- **Do not** take photographs on the school premises where students are in focus.
- **Do** be aware that verbal interactions with students can be misinterpreted.
- **Do** report any unacceptable behaviour from a student.

Members of staff wear photo ID badges. All visitors must sign in on arrival at reception and sign out when they leave. Proof of ID may be requested.

All visitors will be issued with a badge which should be worn and visible at all times. Visitors should remain under the supervision of a designated member of staff whilst on site.