



Natalie Wilson DSL Kelly Welch DSL Katherine Cooper DSL Briony Miller

## Headington Quarry Nurse School's Safeguarding Information for Visitors and Volunteers.

**Thank you for visiting or volunteering with us.**

**For your safeguarding and health and safety purposes, please be aware of the following:**

- It is a statutory requirement in the **EYFS** that camera phones are **NOT PERMITTED**. Please ensure that phones are placed securely in your pocket or bag
- All visitors on site must **SIGN IN** and report to **RECEPTION**
- **RECEPTION** will contact the member of staff dealing with your visit
- Please remain with your 'host' throughout the duration of your stay, unaccompanied visitors will be escorted back to **RECEPTION**
- In the event of a fire alarm please make your way to the assembly point, with a member of staff
- For safeguarding concerns at **Headington Quarry Foundation Stage School** please contact **Designated Safeguarding Lead** Natalie Wilson, Kelly Welch, Katherine Cooper or Briony Miller
- Any allegations against staff or Whistleblowing **MUST** be reported to the Headteacher, Natalie Wilson. If you have whistleblowing concerns about the Headteacher then please report these to Catherine Burton our Chair of governors on [governors@headington-nurs.oxon.sch.uk](mailto:governors@headington-nurs.oxon.sch.uk)
- Please note this is a **NO SMOKING/vaping** site
- Parking on this site is at your own risk
- Should you be involved in any kind of accident, please report the incident to the member of staff you are with
- **Please return your visitor's badge to reception as you leave the site.**

**Thank you for cooperation**

## **Volunteers - Please ensure you have read the information overleaf and complete the details below**

Name:.....

Contact details:.....

Company / School / College:.....

Emergency Contact:.....

DBS number:.....

If you do not have a current DBS then please inform the office staff who will ensure you are not left unsupervised at any time.

I confirm I have read and acknowledged Headington Quarry Foundation Stage School's Safeguarding Information for Visitors and Volunteers.

Signature.....

Date.....

Please be advised that copies of our staff policies (listed below) can be found in the school office, please ask a member of the office staff for any policies you may like to see.

- Child Protection and Safeguarding Policy
- Whistleblowing policy
- Allegations of abuse against staff and volunteers working with children policy
- Complaints Policy
- Dignity at work policy