



Safeguarding Information For Visitors



Safeguarding Information for Visitors

Please wear your visitor's lanyard and ID at all times and return to reception on your departure

The Forest High School is committed to promoting the well-being of all students and protecting them from harm. We fully recognise that it is the responsibility of all staff and visitors to ensure that students are safe within the school environment and this includes: raising awareness of, and a zero tolerance approach to bullying; ensuring students are safe on and around college campuses; paying due regard to our responsibilities in relation to health and safety, child protection issues and risks of radicalisation.

The Forest High School complies with all statutory legislation and guidance under:

- The Children's Act (1989) – Section 47
- The Education Act (2002)
- The Children's Act (2004)
- Keeping Children Safe in Education
- Prevent Duty Guidance (2015)

DBS Checks

All staff are Disclosure and Barring Service checked to the required level. They also receive safeguarding training at induction as well as regular refresher training so that they know how to respond to any safeguarding concerns. The school Designated Safeguarding Leads have undertaken the appropriate level of safeguarding training and work closely with curriculum, support staff and external agencies to provide the right support for students when needed.

Professional Boundaries and Appropriate Behaviour

- All members of staff and visitors have a duty to establish clearly the limits of their involvement as defined by their role with each student or group of students.
- All members of staff and visitors must identify their professional boundaries whilst at Forest High School. This includes recognising when they are faced with a situation outside of their role, responsibility or knowledge.

What should I do if I am worried about a student?

If you have concerns about a student or have a disclosure made to you, you should inform a member of the Safeguarding Team immediately:



Paul Holroyd –

Headteacher and Designated Safeguarding Lead



Caroline Treherne –

Safeguarding and Attendance Officer and Deputy Designated Safeguarding Lead



Pauline Brain –

Progress Lead Key Stage 3



Mark Hopkins –

Progress Lead Key Stage 4

What should I do if a student discloses they are being harmed or at risk of harm?

- Remain calm
- Take what they say seriously, don't express judgement of them or of those they are talking about
- Listen carefully without interrupting or prompting
- Reassure them that they are not to blame
- Do not ask leading questions. Only ever use open questions: TED

Tell me, Explain to me, Describe to me

- Let them know what you are going to do to help
- Report what you have been told to a member of the Safeguarding team within 2 hours



Fire Safety

In the event of a fire, please follow staff instructions to leave the building via the nearest exit and head to the fire assembly point. Fire Marshalls will direct you to the nearest assembly point.

First Aid

We have a team of fully trained first aiders working at all campuses. If you or another member of the school community feels unwell, you can access the first aid team through reception.

Smoking

Smoking is not permitted anywhere on the Forest High School site (including e-cigarettes).

The Forest High School

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