



## **SOUTHEND HIGH SCHOOL FOR GIRLS**

### **SAFEGUARDING HEALTH & SAFETY SCHOOL SITE INFORMATION FOR VISITORS**

**Welcome to Southend High School for Girls.**

**All visitors are asked to read and comply with the guidelines  
in this information booklet.**

#### **VISITORS ID PASS**

**It is essential that all visitors to the school sign in at the  
main reception.**

**You will be provided with an ID PASS. This must be worn at  
all times whilst on site.**

## **SAFEGUARDING INFORMATION**

### **Safeguarding is everyone's responsibility.**

SHSG is committed to safeguarding and promoting the welfare of children and young people. As a visitor to our school it is expected that you are aware of and comply with our safeguarding procedures. Everyone on site has a duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care includes the duty to safeguard all students from harm and abuse.

As a visitor please remember the following:

- If you are working in a 1:1 situation with a student, we must have confirmation that all the necessary safeguarding checks have been carried out including an Enhanced DBS disclosure.
- You must not have any physical contact with any student. If you are working with a child, please do so in a space that is open, either open the door or be visible by others through a window.
- Never exchange personal contact details with a student or arrange to meet them outside of the school environment.
- The use of cameras and taking photographs is not permitted unless prior permission has been sought.

**If you are concerned about the safety of a child or young person in the school, you must report this concern immediately.** If a student makes a disclosure to you, do not promise confidentiality. Reassure the child and explain that you will need to talk to someone. Do not do anything that may place the student or yourself at risk. Inform one of the Designated Officers immediately. Please speak to reception who will assist you to report to one of the safeguarding officers. Make a note of what you have seen or been told and pass this to the DSL.

If you have concerns regarding the behaviour of any adult at school, this should be reported directly to the Head teacher and the DSL.

**Ms Anna Leman - Designated Safeguarding Lead (DSL)**

**Mrs Penny Bowman - Deputy Safeguarding Lead**

**Miss Helen Riebold – Deputy Safeguarding Lead**

**Mrs Dora Butt - Designated Safeguarding Officer**

**Mr Lee Boney - Designated Safeguarding Officer**

## HEALTH & SAFETY

Whilst on site, you are legally responsible for taking reasonable care of your own health and safety and the safety of others. It is expected that you comply with all statutory H&S requirements and safe working practices. If you have any concerns relating to health and safety or you require a hard copy of the School Health and Safety Policy prior to your visit please contact the school's Business and Finance Manager Mrs A Clarke ([aclarke@shsg.org](mailto:aclarke@shsg.org)).

## FIRE ALARM & EVACUATION PROCEDURE

If you hear an alarm sound as a continuous bell please leave any building by the nearest safe exit and report to the assembly point. The assembly point is on the grass at the front of the school. Staff will direct you. Do not re-enter the building until you are told it is safe to do so. When working inside buildings, please ensure you do not create/leave any fire hazards.

## ACCIDENTS

All accidents must be reported to the First Aid officer at reception. First aid officers are identified on the building notice boards.

## SMOKING

Please note that both smoking and vaping are **NOT** allowed anywhere on the School site.

## PARKING, VEHICLES AND PERSONAL BELONGINGS

There is very limited parking available on site. Should there not be an available space, please park on the Boulevard. The School cannot accept responsibility for loss or damage to vehicles and personal effects. Vehicles are parked on the School site at the owner's risk.

## ACCESS TO THE INTERNET

All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT Policy. Please ask at reception for details.

## INTRUDERS

If a dangerous intruder is known to be onsite or within the school buildings then Reception or Senior Staff or the Premises Manager must be notified immediately so that the alarm can be raised and the emergency services contacted.

Thank you for helping to keep Southend High School for Girls Safe

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