

Southend High School for Girls is committed to safeguarding and promoting the welfare of all young people in our care.

We actively support British values and our duty to help prevent radicalisation and extremism.

**We expect all visitors to the school to share in this commitment.**

Any safeguarding or child protection concerns **MUST** be reported to the Designated Safeguarding Lead/ Deputy Safeguarding Leads.



**In their absence, speak to the Head Teacher or any other member of the Senior Leadership Team.**

The SHSG safeguarding and Child Protection Policy is available on our website:

[www.shsg.org](http://www.shsg.org)

The school follows the Southend Essex and Thurrock Safeguarding and Child Protection procedures:

[www.escb.co.uk](http://www.escb.co.uk)



#### Health and Safety

Visitors are reminded to follow safe practices and report any Health and Safety issues to Reception. The school's Health and Safety Co-ordinator is:  
**Mrs Clarke - [aclarke@shsg.org](mailto:aclarke@shsg.org)**



#### Smoking

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



#### First Aid

In the event of an accident or injury please report to Reception where a nominated first aider will be called. All accidents must be recorded on an accident form available from reception.



#### In the event of a fire

The Fire alarm is a **continuous siren**. If the siren sounds leave the building by any safe exit and report to the assembly point. The assembly point is on the playing fields at the back of the school.



#### Access to the internet

All users of the school systems and Wi-Fi **MUST** comply with the Acceptable Use of ICT Policy.



#### Further information

- All visitors **MUST SIGN IN** and **OUT** at reception and show appropriate ID.
- Visitor badges/lanyards **MUST** be worn at all times.
- Visitors with a red lanyard **MUST** be accompanied at all times.
- Please remember to **SIGN OUT** and **RETURN** your lanyard when you leave.

We would like to thank you for visiting SHSG. Further information about the school including school policies is available on our website:

[www.shsg.org](http://www.shsg.org)

#### Contact details

Head Teacher: Mr Carey

Southend High School for Girls, Southchurch Boulevard,  
Southend-on-Sea, Essex, SS2 4UZ.

01702 588852 [office@shsg.org](mailto:office@shsg.org)



## Guidance for adults visiting or working with Southend High School for Girls



### Welcome to Southend High School for Girls.

As a visitor to our school it is important that you are aware of our safeguarding procedures. Please ask a member of staff if you are unsure of anything in this leaflet.

#### Mrs A Leman

Assistant Head Teacher  
Designated Safeguarding Lead

# KEEPING CHILDREN SAFE

## Safeguarding is **EVERYONE'S** responsibility

We can all play a part in keeping children safe whilst working on or visiting the school site.

As a visitor to the school it is expected that you are aware of and comply with our safeguarding procedures.

## Keeping ourselves safe

We must also take steps to keep ourselves safe.

Southend High School wants to promote safe working practices for any person on the school site, whatever their role.

## Please follow the advice in this leaflet in order to keep yourself safe:

Southend High School for Girls is committed to safeguarding and promoting the welfare of children.

We expect all staff, volunteers and external agencies to comply with the school's Child protection and Safeguarding Policy.

**ALL STAFF and VOLUNTEERS MUST undertake an enhanced DBS check.**

## IF A STUDENT DISCLOSES TO YOU:

- **DO NOT** promise confidentiality
- **DO NOT** ask leading questions
- **DO NOT** investigate

- **DO** listen
- **DO** reassure the student
- **DO** tell them that you will have to inform the Designated Safeguarding Lead
- **DO** make a written account

**Report your concerns to the member of staff who is working with you or to Designated Safeguarding Staff listed in this leaflet.**

**Please follow the advice in this leaflet and keep yourself and our students safe.**

- **ALL VISITORS** (including contractors) must only enter and leave the school via the main reception area.
- **ALL VISITORS** must be issued with a copy of the school 'Information for Visitors' leaflet.
- Regular visitors to school such as peripatetic music staff, cover supervisors, invigilators and those working directly with students (those who will be left unaccompanied) will have had to complete all the necessary safeguarding checks and be recorded on the school's Single Central Record. These visitors will be issued with a black '**STAFF**' lanyard.
- **BE AWARE** that contact made outside the school environment as a result of your coming into contact with a student while you are on the school site may have an impact on your employment
- **DO NOT** instigate verbal or physical contact with students (**this applies on and off site**) unless it is appropriate and part of an agreed reason for your visit.

- **DO NOT** respond to physical contact from students, if this occurs, or you if you have any other concerns about student behaviour, then report it to the member of school staff who is working with you.
- **DO NOT** give any personal information/details to a student for example your address, telephone number, email address, social media information.
- **DO NOT** accept or respond to a student attempting to give you personal information for example their email address, telephone number or social media information.
- Report any unacceptable behaviour from a student.
- **DO NOT** accept physical or verbal abuse from a student.
- **DO NOT** respond yourself, but report it immediately to a member of the **Senior Leadership Team**.
- Visitors **MUST NOT** be in an unsupervised one to one situation with a student without safeguarding checks confirmed. (**Please refer to coloured lanyard system**)

## Visitor Procedures and Coloured Lanyard system

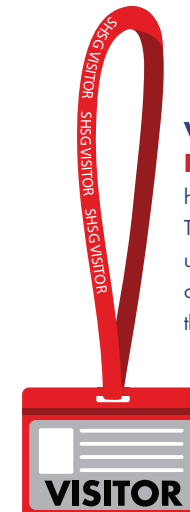
Southend High School for Girls operates a colour coded lanyard safeguarding system for all adults on site.



**BLACK LANYARD  
WORN BY ALL STAFF**



**Visitors wearing a  
YELLOW LANYARD**  
have been **DBS** checked.  
They **MAY** be unaccompanied on the school site.



**Visitors wearing a  
RED LANYARD**  
have **NOT** been **DBS** checked.  
They **CANNOT** be left unaccompanied with children or at any time whilst they are on the school premises.

**WEAR YOUR VISITORS LANYARD AT ALL TIMES**