



Bosworth Independent School

Information for Visitors



Bosworth is committed to safeguarding and promoting the welfare of children and requires all visitors to share this commitment. This leaflet contains information about our expectations of you whilst visiting the school.

All visitors are asked to sign in on arrival at Reception where you will be given a Visitor ID Badge on a red lanyard, this should be visible throughout your stay with us. Visitors on a red lanyard MUST remain under supervision of a designated member of staff whilst on site. If a visitor has shown a DBS Certificate, their Visitor ID Badge will be on a green lanyard. Again, this should be visible throughout your stay with us, but you will not have to be supervised by a designated member of staff.

Security

All our buildings are secure and need an electronic card for entry, please do not request access from students or members of staff.

Should you be separated from your designated staff member please make your way back to Reception. CCTV cameras operate around the campuses.

Fire Safety/Lockdown

If the fire alarm sounds, your designated staff member will direct you to the fire assembly point, where a register will be taken. Please remain here until the 'all clear' has been given.

In a Lockdown, please stay with your host, move to the nearest room, and lock the door.

Wi-Fi Access

If you require access to our Wi-Fi please ask at Reception for the code.

No Smoking

Please be aware that Bosworth Independent School operates a no smoking policy throughout the Schools and grounds.

Cameras

Visitors must not take any photographs or videos while on site unless otherwise agreed with a Senior Staff member.

Identification

Visitors who will be working with students will be asked to produce their DBS certificate.

All visitors are asked to sign out at Reception and return their Visitor ID Badge and lanyard prior to leaving the campus.

We can all play a part in keeping students in the school safe whilst visiting. It is important that we also take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that was not intended. Bosworth wishes to promote safe working practices for everyone in the school, whatever your role or reason for being here.

Do:

- ✓ Accept that we may need to check your identity and depending upon your role or reason for your visit, carry out further checks to comply with our commitment to safeguarding our students.
- ✓ Be aware that conversations or interactions with students may be interpreted by them as being offensive or inappropriate, even if this is not your intention.
- ✓ Be aware that contact with a student or family outside of Bosworth may also be considered inappropriate by that students or family and could lead to your intentions being misinterpreted.
- ✓ Ensure that you are never alone in a room with a single student unless it is appropriate and part of an agreed reason for your visit.

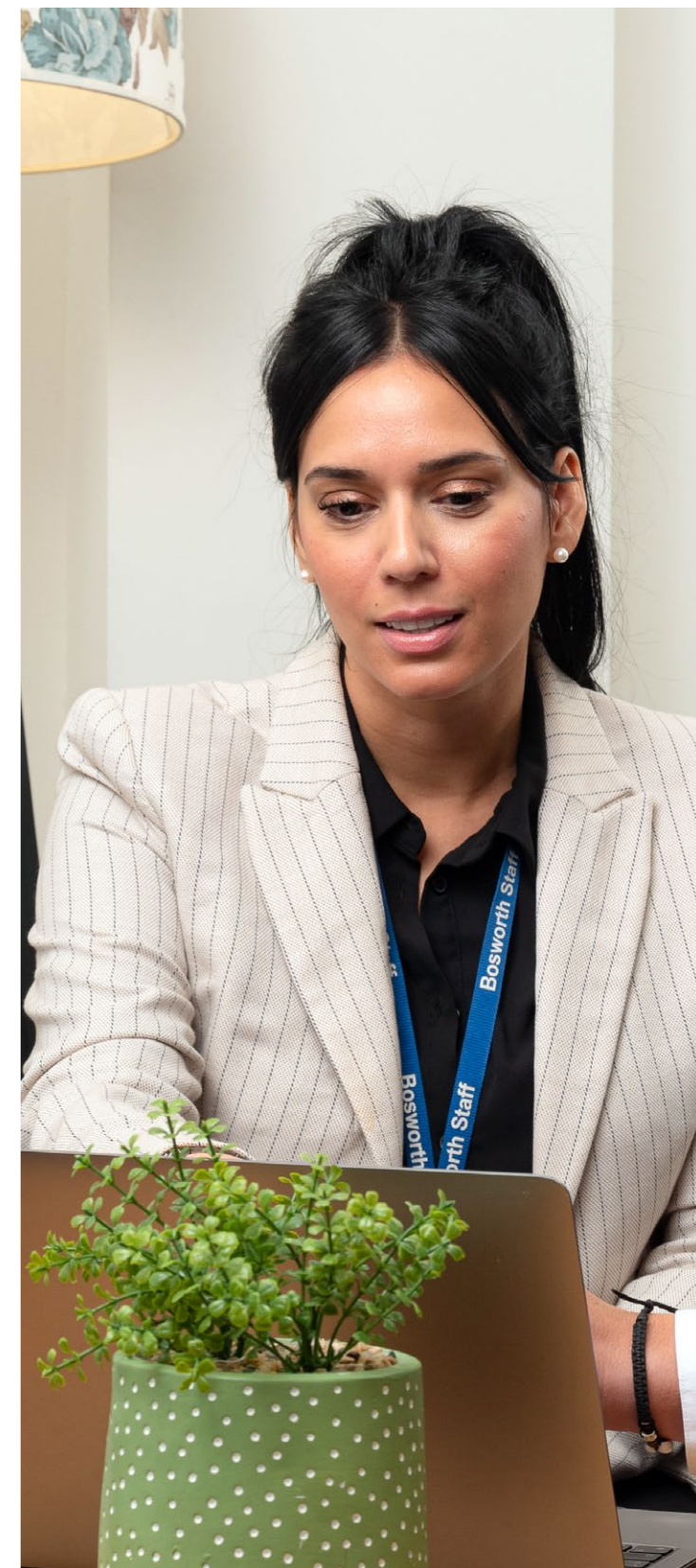
Don't:

- ✗ Investigate verbal or physical contact with student (this applies to both on and off the School campus) unless it is appropriate and part of an agreed reason for your visit.
- ✗ Accept poor behaviour from students. If this occurs, or you have any other concerns, report it immediately to the member of staff at Bosworth who is responsible for your visit.
- ✗ Give any personal information to any student, for example, your address, telephone number, email address or social media contact details. Or accept or respond to any student attempting to give you their personal information.

For further information please ask for our full Safeguarding Policy from Reception.

All students have the right to be safe from harm and exploitation regardless of race, religion, language, ethnicity, age, gender or disability. If you have any concerns about a pupil's safety during the course of your visit to Bosworth:

- Immediately inform the Designated Safeguarding Lead (DSL) / or any member of Bosworth staff.
- Write careful notes on what you have witnessed, heard or been told. Sign, date and time all notes.
- If you suspect abuse, a student confides in you or a complaint is made to you about any adult or about yourself, it is your DUTY to report the concern to:
 - the School,
 - Northamptonshire Designated Officer (Formally LADO) 07850 854309,
 - Multi Agency Safeguarding Hub (MASH) for referrals and advice Tel: 0300 126 7000 - Option 1 and Option 1 again,
 - Independent Schools Inspectorate: 020 7600 0100 e-mail concerns@isi.net



If you have any safeguarding concerns, please contact one of the Safeguarding Staff or email :

Safeguarding Staff at Bosworth Independent School

Designated Safeguarding Lead

Ita Coverdale, Assistant Head, Pastoral
icoverdale@bosworthschool.co.uk
07780 102 907

Deputy Designated Safeguarding Lead

Jeff Shipway
jshipway@bosworthschool.co.uk.
01604 239995 Contact via School Office



www.bosworthschool.co.uk