

Safeguarding

Safeguarding is everyone's business: it's up to all of us to keep children safe

A key priority for Katharine Lady Berkeley's School is that all adults who work with our pupils and students take account of safeguarding and promote the welfare of children and young people. Our aim is to promote a culture of being a safe organisation for young people and the adults who work with them.

This is approached by:

- Ensuring Disclosure and Barring Service checks are carried out on all who regularly deal directly with students or have access to their personal information
- Developing recruitment practice in line with guidance on keeping children safe in education
- Working to promote a safe culture where there is a common understanding of risk management and judgement in relation to safeguarding
- Ensuring allegations are dealt with quickly, fairly and with transparency and staff operate safe practice that does not leave them open to misunderstanding or malicious allegations
- Giving staff guidance and training to enable them to recognise concerns about children and take responsibility for acting quickly on those concerns
- Communicating child protection procedures to all staff, parents and visitors
- Ensuring that every individual signs an Acceptable Use Policy (AUP) before using the school network and abides by the conditions of that policy.

We ask that should you hear, see or read anything which troubles you about a child, do not ignore it, but report your concerns to the:

Designated Safeguarding Lead (DSL): Miss H Khan - Deputy Headteacher
Deputy DSL: Mrs D Gardner

Health and Safety

The Health and Safety is of the utmost importance for all students and adults who work in or who visit Katharine Lady Berkeley's School.

It is school policy to ensure that every reasonable step be taken to prevent injury and ill health to personnel by protecting individuals from hazards at work. This includes students, staff and visitors to the school whether it is with respect to their work or other activities.

This is approached by:

- Assessing and controlling risk as part of the day-to-day management of school activity
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out of school activities
- Carrying out periodic reviews of the safety policy as school activities and the associated risks change

We would ask that you comply with safety procedures, whether written or brought to your attention by other means, for your own protection, protection of those under your supervision and others who may be affected by your actions.

Should you have any concerns relating to any incident which has led, or could have led to damage or injury, please report your concerns to the member of staff supervising your visit or to the school reception who will inform a senior member of staff.

Car Parking

Visitors who drive to the school must park in one of the designated visitors' spaces in the car park near to reception at the northern end of the school site.

If a particular event is organised which will involve a large number of visitors' cars, special arrangements will be made to use other car parking on the school site.

Signing in

All visitors must report to reception as soon as they arrive at the school, sign the visitors' register and collect a visitors' pass with a red lanyard. The pass must be worn at all times on the school site and returned when signing out prior to leaving the school.

Emergency Evacuation Procedure

The evacuation is signalled by the continuous ringing of the school bells. Please note the bells are tested every Tuesday afternoon between 3-4 pm with short bursts.

If you discover a fire, press the nearest fire alarm button and tell a member of staff. The member of staff must advise reception of the site of the fire. The member of staff should assume the safety of students as a priority and, if practical, attempt to extinguish the fire using an appropriate fire extinguisher.

Visitors' assembly point

The tennis court next to the Sports Hall. Please report to the fire attendance officer at the assembly point who will have the visitor log for checking off

No-one may re-enter the building once the alarm sounds until the all clear is given

First Aid

The school has a number of first aiders available throughout the school day. Should you require assistance please go to reception or contact reception who will arrange for assistance to be provided.

**For further information about safeguarding,
contact the
Gloucestershire Safeguarding Children's Board
www.gscb.org.uk
Tel: 01452 583629**

**Further information can be obtained from
Gloucestershire County Council HSE Unit
email: she@gloucestershire.gov.uk
Tel: 01452 426146**

Katharine Lady Berkeley's School

Information for Visitors

Safeguarding
Health and Safety
Fire Evacuation

The school is a non-smoking site

If you need assistance, please dial
201 for the school reception

The speed limit on the
school site is 5 mph