

Fire and evacuation/ invacuation



In the unlikely event that the fire alarms sound, please proceed directly to the nearest exit. If you are a non-teaching visitor, please ask a member of staff to direct you to the front of school.

If you are a teacher and have taken a form group within the day, please proceed to the relevant evacuation zone for the year group so you can take their register. Ask a staff member for details. All other supply staff should proceed to the front of school. Fire marshals will support you and register your presence. You will be alerted when the evacuation is over, and you can return to site.

If the invacuation alarm sounds, please make your way to the nearest office or classroom. If you are alone, lock the door, switch-off lights and draw blinds where possible. Move to the furthest point of the room from the entrance. Wait for the alarm to cease and then resound to signal the end of the invacuation.

First aid

Should you require first aid while visiting our site, please report to the nearest member of staff who will contact the on-call first aid responder.

We are a no smoking school

We will ask you to leave site if we feel you are under the influence of any type of intoxicant.

We ask our students not to use mobile phones on site. In the spirit of modelling the behaviour we want to see; we ask that you avoid using mobile phones in communal areas.

Complaints

If you have a complaint regarding your visit, please ask for a copy of the complaints policy from the reception team and **email contact@smrchs.com** with the complaint. We will endeavour to resolve the issue as quickly as possible.

THE SAFEGUARDING TEAM



Mr Passarello
Designated Safeguarding
Lead and Deputy
Headteacher



Mr Latham
Designated Safeguarding
Lead



Mrs Lennon
Designated Safeguarding
Lead and Assistant
Headteacher



Mr Nightingale
Headteacher



Mr Atkin
Deputy Headteacher



Mrs Walsh
Assistant Headteacher

Contact

St Matthew's RC High School
Nuthurst Road
Moston
Manchester
M40 0EW

Tel: 0161 681 6178

Web: www.smrchs.com

Email: contact@smrchs.com

Headteacher: Mr A Nightingale



St. Matthew's
Roman Catholic High School
VOLUNTARY ACADEMY

Safeguarding Guide FOR VISITORS





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Roman Catholic High School
VOLUNTARY ACADEMY

St. Matthew's R.C. High School Safeguarding Guide for Visitors

Our school is committed to keeping our pupils and staff safe and happy. Our Child Protection and Safeguarding policy sets out what is expected in terms of protecting the welfare of members of our community and maintaining their emotional wellbeing. We work hard to ensure that health and safety is of paramount importance.

We hope that you enjoy your time with us. If you have any questions that are not addressed within the document, please feel free to ask a member of the staff community.



Child Protection

If, during your visit, you encounter any situation that gives rise to concerns about the conduct of a member of staff or the safety of a pupil, please report to the school reception and ask to speak with the designated safeguarding lead.

Any disclosure by a pupil relating to them being the victim of any type of abuse or neglect must be dealt with in the following way:

- **Do not promise to keep a conversation a secret. Make the pupil aware that you will have to pass on relevant information to the DSL**
- **Listen to the pupil without asking any searching/leading questions. Do not let the pupil think you are not listening or being dismissive of their account**
- **Give them time to tell you about their concern in their own words**
- **Reassure the pupil that action will be taken to keep them safe**
- **Take brief notes and add the date and time. Pass this information to the DSL immediately**

If you notice a pupil displaying any signs that concern you: signs of neglect, poor hygiene, worrying artwork, use of extremist language, uncharacteristic behaviour or overheard conversations that lead to concerns etc. It is vital that this is reported to the DSL as soon as possible.

Any reports of bullying by a student must be passed to a member of the pastoral team and they will log this on SIMS/CPOMS in addition to seeking to support the child.

Conduct of visitors

We would ask that all visitors refrain from initiating verbal or physical contact with pupils unless this is part of the remit of your visit. We will not accept any type of aggression or abuse directed towards members of our community. If this happens, we may contact the police and issue the offender with a notice that bans them from site in the future.

The use of expletives or innuendo is not permitted by staff or students, and we expect the same of our visitors. Visitors should avoid disclosing personal information to pupils, including contact details, email addresses and details of social media or networking accounts. Visitors should refrain from discussing personal relationships with students or making comments that could be construed as unprofessional.

Our school promotes equality and diversity and forbids any form of discrimination based on ethnicity, gender, sexual orientation, religion, or social class. We would ask that visitors embrace our Catholic ethos and if any form of discrimination is witnessed, please report this to the main reception immediately.

Health and safety

Our aim is to provide a safe and secure environment for everyone who visits our site. Please observe information on our notice boards and digital media screens that are guidelines for safety procedures. Any potential hazards observed on site should be reported immediately to the main reception.

Security

All visitors must report to the school's main reception upon entering the site. Use the digital sign-in system and ask the reception team to give you a colour coded lanyard. This must be clearly visible and always worn. If you are coming to work directly with pupils, you will be asked for your DBS number/certificate and a piece of appropriate photo identification.