



Earlscliffe

Senior School | Sixth Form

VISITOR

SAFEGUARDING

& ESSENTIAL INFORMATION

Welcome to Earlscliffe.

The wellbeing and safety of every young person is our highest priority. This leaflet explains what we ask of visitors and what to do if anything causes you concern.

Your safety. Your voice. Your wellbeing.



WELCOME TO EARLSCLIFFE

A SAFE VISIT STARTS HERE

01

SIGN IN & OUT

Please report to Reception when you arrive and before you leave.

02

WEAR YOUR VISITOR BADGE

Keep any visitor identification issued to you visible while you are on site.

03

FOLLOW YOUR HOST

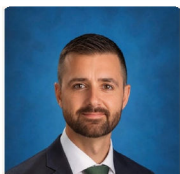
Follow staff guidance about where you may go and whether you need to be accompanied.

IF SOMETHING DOES NOT FEEL RIGHT, TELL SOMEONE.

Speak to your host, Reception or any member of the Safeguarding Team straight away. We are here to listen, help and support you.

No concern is too small to share.

YOUR SAFEGUARDING TEAM



Mr L Connolly

**DESIGNATED
SAFEGUARDING LEAD**

Deputy Headteacher



Dr N Robinson

DDSL

Headteacher



Ms M Cordell

DDSL

School Nurse



Ms K Taylor

DDSL

House Parent



Mr P Ludlow

SAFEGUARDING

Governor

DURING YOUR VISIT

- Follow Reception and your host's instructions, including signing in and out.
- Keep your visitor identification visible while you are on site.
- Do not photograph, film or record students unless you have been explicitly authorised to do so.
- Report anything that concerns you promptly; do not assume someone else will do so.

EMERGENCY PROCEDURES

If an alarm sounds, leave by the nearest safe exit and follow staff instructions. Do not re-enter until you are told it is safe.

IF A YOUNG PERSON SPEAKS TO YOU

- 1 LISTEN**
Give them your full attention and remain calm.
- 2 REASSURE**
Tell them they have done the right thing by speaking to someone.
- 3 DO NOT PROMISE CONFIDENTIALITY**
Explain that you may need to share the information with the Safeguarding Team.
- 4 DO NOT INVESTIGATE**
Avoid leading questions or asking them to repeat their account unnecessarily.
- 5 REPORT PROMPTLY**
Pass the concern to the Safeguarding Team as soon as possible.

REPORT A CONCERN

Speak to a member of the Safeguarding Team, Reception or your host.

You can also contact us directly:

EMAIL safeguarding@earlscliffe.co.uk

WEB www.earlscliffe.co.uk/safeguarding

TEL +44 (0)1303 253 951

If you are unsure what to do, please ask a member of staff.



SCAN FOR SAFEGUARDING INFORMATION