Cedars Upper School is committed to providing a secure environment for children and adults where everybody feels safe and are kept safe. This leaflet has been given to you to make sure you understand what is expected of you. If you have any concerns please immediately speak to a member of staff in reception or alternatively report to: safeguarding@cedarsupper.co.uk

Mr Ollie Saunders-Smith – Assistant Headteacher
Designated Safeguarding Lead
01525 219304

Mrs Rachel Gavigan - Deputy Designated Safeguarding Lead
01525 219346

Local Authority Designated Officer (LADO)
Stephen Lagan
Tel: 0300 300 4825 | Email: stephen.lagan@centralbedfordshire.gov.uk

For further guidance a copy of our Child Protection and Safeguarding policy and the Keep Children Safe in Education can be found on our school website.

ACHIEVING EXCELLENCE

CEDARS
UPPER SCHOOL

Safeguarding

Information for Visitors, Volunteers & Governors

We warmly welcome you to our school.

Cedars is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment. This leaflet contains important information for you to read and to keep with you as a reference throughout your visit. If you have any concerns or questions, please do not hesitate to contact any member of staff who will be pleased to help.

Visitor Wifi: Visitor-CUS

Signing In and Out: All visitors and contractors must report to reception. As a visitor you will be asked to sign in and be issued with a badge that must be worn prominently at all times. We encourage staff (and students via staff) to challenge those who may be unfamiliar or who are not wearing a badge. Depending on circumstances, if you are working with students you will also be asked to produce your DBS certificate and/or other forms of identification. Please sign out and return your badge to reception.

Mobile Phones: Please refrain from using your mobile around the school. If you need to make or take a call do so in the staff room not in corridors or areas where you may disturb lessons. Use of your camera or video whilst on school site is prohibited at all times.

SMOKING/ E-CIGARETTES: Smoking/vaping is prohibited on the school premises.

TOILETS: Visitors/Staff toilets are available in Reception, block 1, 3 and 4. Please do not use student toilets.

SECURITY: Please do not leave valuables or tools unattended.

Emergency Evacuation: The fire alarm is a rapidly changing two tone alarm and the critical incident alarm is a continuous tone. If you discover a fire, sound the fire alarm by breaking the glass at a call point. You must leave the building by the nearest exit. The assembly point is in the hard court area at the back of school, you will be registered there. You must not re-enter a building until it is safe to do so. Details of evacuation procedures are displayed in all classrooms. If the critical incident alarm is sounded please stay or move to the nearest indoor space with another member of staff.

First Aid: Our medical room is in reception and we have a number of staff qualified in first aid. Should you require any first aid please dial Reception on Ext. 300 or inform a member of staff, who will ensure a designated first aider looks after you. All accidents should be reported to reception.

Health and Safety: Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site. All visitors must ensure they follow any health and safety guidelines that might apply. Every task must be completed with Health and Safety in mind. The site team are in school from 6am – 10pm daily, should you require further advice.

Confidentiality: Whilst you are in school you need to be aware that anything you see or do within the school, in relation to our students or staff, must remain confidential and should not be repeated outside school or to others.

VISITOR AMENITIES: We have seating and tables in the staff room along with kitchen facilities. Safeguarding Children – Your Role

Adults working or visiting the school site play an important part in the life of the school. You can play a part in keeping students safe whilst working at or visiting by observing the following guidelines;

- Do not initiate verbal or physical contact with students unless it is appropriate and part of the agreed reason for your visit
- Do report any unacceptable behaviour from a student
- Do not give any personal information to students, such as your telephone number, personal email or address. Only provide students with a professional work email if it is necessary as part of the reason for your visit. In addition, do not accept or respond to a student attempting to give you personal information, for example, telephone number, personal email or address
- Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites. Please do not take any photos or videos in school without permission from a member of the Leadership Team
- If you use either school or personal electronic devices whilst at Cedars, please ensure this is only for professional purposes
- If you have any concerns that a student may be at risk of harm, report it immediately to the designated or deputy safeguarding lead, details of DSL/DDSL below. Do not discuss your concerns with the student and do not carry out an investigation
- If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Write up an accurate record of the conversation and inform the designated safeguarding lead immediately, details below,

Whistleblowing: Cedars is committed to the highest possible standards of honesty, openness, probity and accountability. We seek to conduct our affairs in a responsible manner, to ensure that all activities are open and effectively managed, and that integrity and principles of public interest disclosure are sustained.

In line with that commitment we encourage employees, those working on behalf of the school and others that we deal with, who have serious concerns about any aspect of the school's work to come forward and voice those concerns with the Head of School or Headteacher. If in the event the concern is regarding the Head of School or Headteacher then contact should be with the school's Governing Body by email chairofgovernors@cedarsupper.co.uk