



Thank you for helping the students at Lady Hawkins' School. We are committed to safeguarding and meeting the needs of our children and we hope that this leaflet will provide some useful advice and information when working with children at LHS.

**Key Contacts**

**Headteacher**

Mr A Brace

**Designated Safeguarding Lead**

Mrs S Collister

**Deputy Designated Safeguarding Lead**

Mr A Brace

**Governor - Safeguarding Responsibility**

Mrs P Hughes

**Safeguarding Advice for Visitors  
&  
Child Protection Advice**

01544 230 441

[www.lhs.hereford.sch.uk](http://www.lhs.hereford.sch.uk)

Park View, Kington, Herefordshire HR5 3AR



## Your Responsibilities

### Arrival & Departure

On arrival, please sign in at Main Reception. Official visitors and contractors are required to show their proof of identity to the Receptionist.

When you sign in, you will be given a visitor's badge. Please read the information on the badge and **wear the badge at all times.**

Please sign out when you leave the site and return the visitor's badge to the Receptionist.

### Toilets

There are staff toilets located close to the Main Reception and in other areas around the school - please ask a member of staff for directions to the nearest staff toilet.

**Visitors are not to use students' toilets.**

Adults visiting or working on 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, the school by observing the following guidelines:

- ♦ **Do not** initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit.
- ♦ **Do not** give any personal information to students, such as your mobile number or address.
- ♦ **Do not** provide students with your personal email address, and only provide your professional work email if it is necessary as part of the reason for your visit.
- ♦ **Do not** give students details of your personal social network accounts or engage in any communication with students using social networking sites.

### Concerns

If you have any concerns that a student may be at risk of harm, report it immediately to the senior designated person for child protection (Mrs S Collister) who can be contacted via the main school office. 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. Inform the designated senior person for child protection (Mrs S Collister) of your concerns immediately.

For further guidance, the school's child protection policy can be found on the school website under the 'policies' tab.