



AYLESBURY
GRAMMAR SCHOOL
Founded 1598

SAFEGUARDING

ADVICE FOR VISITORS

Aylesbury Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.





WELCOME TO AYLESBURY GRAMMAR SCHOOL

Upon arrival at Reception, you will be asked to sign in and for visitor ID. Please do not be offended by this, it forms part of our normal procedures.

VISITOR/CONTRACTOR BADGES

You will be provided with a visitor/contractor badge which you must wear at all times whilst you are on school site. You may also need to remain accompanied by a member of staff if you are not a regular visitor to the school. The badge includes information on safeguarding advice.

Regular visitors who have provided us with photographic identification and a copy of their Enhanced DBS clearance (for example Governors) will be provided with a badge which must be worn at all times whilst on site.

STAFF

All staff wear staff ID badges at all times.

STUDENTS

All students, including Sixth Form students, wear school uniform.

HEALTH AND SAFETY

A copy of the School's Health & Safety Procedures Manual is available from the Premises Manager.

EMERGENCY PROCEDURES

In an emergency situation the school alarm will sound continuously. The assembly point is the main school field/and playground, situated at the centre of the school site. Please proceed to the nearest emergency exit and make your way to the assembly point.

No child should suffer harm of any form, either at home or at school.

Everyone who works or visits our school has a responsibility to make sure that all our students are safe.

This leaflet has been given to you to make sure you understand what is expected of you as a visitor to Aylesbury Grammar School.

Please ask the person who gave it to you if you are unclear about anything in it and keep the leaflet in a safe place so that you can read it again if you need to.

If you are worried about the safety of any young person in our school, you must report this to the Designated Safeguarding Team in school who will act in the best interests of the child.

Aylesbury Grammar School has a Safeguarding Policy and a copy is available on request or can be accessed via our website (ags.bucks.sch.uk).

WHAT CAN YOU DO TO HELP?

Please help to safeguard the students in our care by following these guidelines.

WHAT SHOULD I DO IF I AM CONCERNED ABOUT A CHILD?

If you are in the School or whilst working with a student, you become concerned about:

- Comments made by a child
- Marks or bruising on a child
- Concerns about a child's behaviour

Please report these concerns to the named Designated Safeguarding Lead (DSL).
The School Office will assist you with finding and liaising with our Safeguarding team immediately.

WHAT SHOULD I DO IF A CHILD DISCLOSES THAT THEY ARE BEING HARMED?

You must record details of the disclosure, including wherever possible, the exact word or phrases used by the child. Assure the student that they have done the right thing, do not 'lead' the conversation, and report the disclosure to our DSL immediately.

You cannot promise confidentiality.

Refer the concern to the DSL, who will ensure that the matter is dealt with in the most appropriate way. You also have a responsibility to check that the DSL has followed up on your concern.

WHAT SHOULD I DO IF THE ALLEGED ABUSER IS A MEMBER OF STAFF?

You should report the allegation immediately to the DSL or the Headmaster.

WHAT SHOULD I DO IF THE ALLEGED ABUSER IS THE DSL?

You should report the allegation immediately to the Headmaster.

WHAT SHOULD I DO IF THE ALLEGED ABUSER IS THE HEADMASTER?

You should report the allegation immediately to the DSL who will notify the Chair of Governors. You may also report your concern to the Local Authority.

HOW DO I ENSURE MY BEHAVIOUR IS ALWAYS APPROPRIATE?

Appropriate relationships with children should be based on mutual trust and respect.

Do not photograph students, exchange personal emails or text messages, or give out personal, contact or social media details. Do not post any comments or photographs about the School or students on social media.

These are the designated members of staff to contact should you have any concerns about students who you teach, observe or that disclose information to you.

SAFEGUARDING TEAM



Mrs L Wilson
DSL and Assistant
Headteacher



Mrs J Richards
Additional DSL
SENDCo



Mr G Dallas
Additional DSL
and Assistant
Headteacher



Mrs K Blunt
Additional DSL



Mrs N Roberts
Additional DSL
and Student Welfare
Officer



Mr T Batty
Chair of Governors

SENIOR LEADERSHIP TEAM



Mr M Sturgeon
Headmaster



Dr K Smith
Senior Assistant Headteacher



Mr G Singh
Senior Assistant Headteacher



Mr G Dallas
Additional DSL and Assistant
Headteacher



Mrs V Beckley
Assistant Headteacher



Mrs L Wilson
DSL and Assistant
Headteacher



Mr I Digby
Resources Director

HEADS OF YEAR TEAM



Mr M Travers



Mr M Roberts



Mrs S Jones



Mrs J Sampson



Mr R O'Driscoll



Miss E Treherne



Mr G Ramsbottom