

## Visitors policy Appendix A

### Protocols for keeping children safe across School Lane Campus

*Alongside the statutory safeguarding and child protection measures adhered to by both schools and in conjunction with the visitor's policy, the following protocols are extra measures which are in place as a result of Kingsbury and Brookfield Park schools sharing one site.*

#### How do children know who the safe adults are in school?

**All staff** employed on a full time, temporary, or supply basis for either Kingsbury School or Brookfield Park will **not be permitted entry to the building without a DBS** or without being accompanied by an adult with a DBS at all times (see visitors' policy).

All visitors to school will wear a visitor lanyard (see visitors' policy). Children will be made aware of the significance of the 2 different visitor lanyard colours.

**Brookfield Park staff** will be identified by their **Brookfield Park Lanyards** which must be worn and clearly visible at all times. (if there is an occasion when a lanyard has been misplaced or left elsewhere that member of staff should see the School Business Manager immediately where a temporary lanyard will be given).

**Kingsbury** staff can be identified by their **distinctive uniforms**.

Staff working on behalf of both schools such as the site supervisor will wear a Lanyard and or uniform identifying their role (e.g.) kitchen staff will wear their catering uniforms.

There will be a **clear picture** up in each **Brookfield Park classroom** of the **key people** for both schools and those who may be **less familiar** to the children. These will be reviewed on a regular basis and may include the following:

- The Headteachers and Leadership Teams
- The Site Supervisor
- Catering staff
- Any staff whose job inhibits them from wearing a lanyard

**Children** will also be **encouraged to tell a trusted adult** if they see an unfamiliar adult around school who is not wearing a uniform or lanyard that they recognise.

### *How do the adults in school interact with children from both schools?*

The **health and safety of all children who attend School Lane Campus** is the **responsibility of every adult**, therefore if a situation arises in any circumstance whereby one or more children may be at risk of immediate harm it is expected that the nearest adult will take appropriate action to prevent that from happening.

Whilst on the playground, children from both schools will be accompanied by the adults from their specific schools at all times. That is not to say that there may not be friendly interaction between all of the children and adults on the playground. All adults are expected to speak with respect and thoughtfulness to all of the children on the campus.

Children will only be allowed to move around school independently e.g. to bring a register if they are considered to be safe to do so. It is the responsibility of the class teachers and SLT to make dynamic risk assessments as to whether this is appropriate. Where children cannot be given that level of responsibility they must be accompanied by a known adult.

If a member of staff from either school witnesses something of concern relating to a child from the other school it is their responsibility to inform a member of staff from that school who will then pass this on to the appropriate person, depending on the nature of their concern.

### **Conduct between all staff in school**

The children from both schools are everyone's priority whilst on School Lane Campus. **All adults must be good role models** and be respectful in the way they speak to each other as they move around the building. All adults in school must be mindful that this is a shared campus and must understand that with the exception of classrooms and specifically identified rooms in school all other areas of the building do not belong to any one school therefore children and adults may be given equal access. Where a matter arises relating to sharing of spaces it should be amicably resolved between the specific adults involved and only where this is not possible or involves a more strategic decision must then be brought to the relevant members of the SLT.

It is the responsibility of every adult to ensure that any activity happening in a shared area must consider the safety of children and adults from both schools. This must include the storage of equipment after an activity and leaving shared areas clear of hazards and spills.