



## Safeguarding Guide for Parents, Visitors and Volunteers

We are committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers and visitors to share this commitment.

- Visitors must **sign in** at the School Office.
- Visitors will be given a red **visitor pass**, which must be worn at all times whilst on the school site.
- For your information, all members of staff wear a blue lanyard with a Synergy School badge.
- All visitors must sign out at the main office and return their visitor pass before leaving the site.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, wherever possible, to avoid disappointment.
- If you are seeking an urgent appointment, please report to the school office and we will arrange for you to see a member of staff on duty.

**If you are concerned about the conduct of a member of staff or volunteer in our school or have any concerns, please report these to:**

**Our Designated Safeguarding Lead: Mrs Nikki Rayner (Head of Schools)**

**Deputy Safeguarding Lead: Mr Mike White (Executive Head Teacher)**

**Safeguarding Governor: Alison Whittaker**

**Contact:**

Pickhill: 01845 567339 [admin@pickhill.school](mailto:admin@pickhill.school)

