

## Keeping Everyone Safe at TBSHS

As a visitor, you have a responsibility to care for your own and for the health and safety of others. Here are some key points about health and safety at TBSHS:



We have many trained First Aiders in the school. If you need First Aid assistance, ask any member of staff for help.

There is no smoking anywhere on the school site.



No photographs, films or recordings may be made without the permission of the Headteacher.

TBSHS is a 'Nut Free School'. Food containing nuts should not be offered to or eaten in the vicinity of the students.



**Please report any concerns about Health and Safety to the main office**

## FIRE ALARMS

In the case of a fire, a continuous bell will sound. Please leave via the nearest exit and report to fire officer in the main playground. The fire officer will be wearing a high visibility vest.



For more information about Child Protection and Safeguarding, see our policy summary on our website

[www.tbshs.org](http://www.tbshs.org)

## The Bishop's Stortford High School Visitors Safeguarding Leaflet

The Governing Body assures all visitors a warm, friendly and professional welcome to The Bishop's Stortford High School, whatever the purpose of your visit.

At TBSHS we care for the health, safety, security and wellbeing of all students and staff. This incorporates the duty to safeguard all students from subjection to any form of harm, abuse or nuisance. At TBSHS, we ALL have a responsibility to safeguard children and ensure this duty is uncompromised at all times.

School therefore requires that ALL VISITORS (without exception) comply with the following procedures.

### All visitors must:

- Sign in at reception on entry to the school.
- Wear a visitor or agency badge, keeping it visible at all times.
- Sign out at security and return the visitor badge on leaving the

**Any visitor without a badge will be challenged.**

## The Bishop's Stortford High School Guide to Identification Badges

Staff at TBSHS can be identified by a **blue lanyard**.



Visitors without a DBS check will be given a **red lanyard** and **accompanied at all times**.



Visitors who can prove they have a **current DBS check** will be given a **green lanyard**.



**Safeguarding at TBSHS is considered everyone's responsibility and we aim to create the safest environment within which every child has the opportunity to achieve their full potential.**

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

### **Report to the Headteacher:**

Any behaviour or situation which may give rise to a complaint, misunderstanding or misinterpretation against yourself or any behaviour of another adult in the school which gives you cause for concern.



## **TBSHS Safeguarding Team**

### **Please remember**

It doesn't matter if you are a paid worker, a volunteer, or a member of the community; you have a responsibility to act if you are worried about a child or about Health and Safety at The Bishop's High Stortford School. Report concerns about a child to:

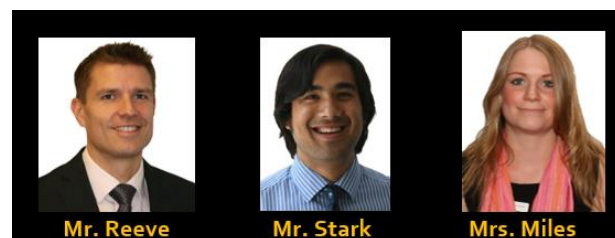
### **The Designated Safeguarding Lead**



**Miss Butler**

You can contact the team in person, or:  
[safeguardingDSP@tbshs.org](mailto:safeguardingDSP@tbshs.org)

### **Or a Deputy Designated Safeguarding Lead**



**Mr. Reeve**

**Mr. Stark**

**Mrs. Miles**

The Bishop's Stortford High School  
London Road, Bishop's Stortford. CM23 3LU  
Telephone: 01279 868686