



Safeguarding & Safety Information for Visitors, Volunteers and Contractors 2026 – 2027

On a voyage of discovery; learning and growing together in the light of God.



When you arrive

- 1 Please sign in at the school office.
- 2 You will be given a visitor lanyard – please wear it at all times.
- 3 Please sign out when you leave.
- 4 Visitors and volunteers must follow the supervision arrangements agreed by the school.

If you are DBS checked, you may be asked to work with a specific group in line with these arrangements.



Our Designated Safeguarding Team

If you have any concerns about a child's safety or wellbeing, please speak to one of our **Designated Safeguarding Leads (DSLs)** immediately.



Mrs Coulson
Headteacher
Designated
Safeguarding Lead
(DSL)



Mrs Scott
Deputy Designated
Safeguarding Lead
(DDSL)



Mrs Catt
Deputy Designated
Safeguarding Lead
(DDSL)



Mrs Sterriker-Rhodes
Deputy Designated
Safeguarding Lead
(DDSL)



You can also contact the **Kent Safeguarding Team** on **03000 411 111**



If a child is in immediate danger, call 999.



Visitor Lanyard System

Our lanyards help us to keep everyone safe.



**Green
Trusted Adult**

Staff



**Black
Trusted Adult**

Governors



**Blue
Trusted Adult**

Visitors
Volunteers



**Red
Unknown Adult**

Visitors
Volunteers
Contractors
(without DBS)



While you are on site



Mobile phones and smart devices

Must not be used around children unless specifically authorised by the school. Photography, video or audio recording is not permitted without permission.



Toilets

Please use the adult toilets at either end of the school corridor. Do not enter the pupil toilets.



Confidentiality

Anything you may see or hear about children, staff or the school remains confidential and should not be shared outside school or with other parents.



Working with children

Never be alone in a closed room or secluded space with a child. Make sure you are always visible and able to communicate with a member of staff.



Code of conduct

Please be respectful, use appropriate language and encourage our children to do the same. We have an equal opportunities policy and expect all adults to uphold our values.



Fire Safety

- On hearing the fire alarm (a continuous sounding bell), evacuate the building by the nearest exit.
- Do not stop to collect any belongings.
- Go to the School Playground (muster point).
- Ensure your name is checked against the visitors register.
- Do not return to the building until you are instructed to do so.



First Aid

If you require first aid, please go to the school office. Many of our staff are trained to administer first aid.



Concern about an adult?

Report any concern about the conduct of an adult, however small, to the Headteacher. If the concern relates to the Headteacher, report it to the Chair of Governors.



Telephone
01797 270329



Email
office@wittersham.kent.sch.uk



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