Visitor Safeguarding Leaflet

2026 to 2027

St Clement's High School

Welcome to St Clement's High School. Thank you for visiting our school community today. Please take a few moments to thoroughly read this safety and safeguarding guidance. **All visitors are legally and contractually required to adhere to the contents of this leaflet while on school premises.**

All visitors must wear their provided visitor lanyard and badge visibly at all times and must formally sign in and out at the Main Reception Office upon arrival and departure from the site.

Our safeguarding ethos

In accordance with the statutory Department for Education (DfE) guidance **Keeping Children Safe in Education (KCSIE) 2026**, safeguarding and promoting the welfare of children is defined as everyone's responsibility. At St Clements, the needs, safety, and well-being of young people always take absolute priority over any other school concerns.

Safeguarding refers to all aspects of protecting children from maltreatment, preventing the impairment of children's mental and physical health or developmental progress, and ensuring that all pupils grow up in circumstances consistent with the provision of safe, effective, and nurturing care.

We actively seek, at the earliest opportunity, any contextual or environmental sign that a pupil is not thriving, is facing external risks, or is failing to meet their true potential.

Equality, Diversity, and Inclusion

St Clements operates a zero-tolerance policy regarding discrimination. We will not tolerate any form of behaviour, language, activity that discriminates on the grounds of:

- Gender, sexual orientation, or gender reassignment
- Colour, race, nationality, or ethnic origin
- Religion, faith, or deeply held philosophical belief
- Disability, neurodivergence, or age

All staff, external contractors, and visitors are strictly expected to treat each other and our pupils with absolute respect and to behave in a transparently professional, objective manner at all times. Professional boundaries must be kept immaculate under all circumstances.

How do I report a safeguarding concern?

If you observe or hear anything during your visit that causes you concern regarding a pupil, staff member, or volunteer, you must report it immediately, use details below:

Nature of Concern	How to report and required action
Concern regarding a pupil's well-being or safety	Report immediately to any member of school staff. For urgent matters, request immediate contact with a Designated Safeguarding Lead (DSL) or the Headteacher via Main Reception. Complete a physical **paper safeguarding form** before leaving.
Concern/allegation regarding a staff member or volunteer	Do not discuss the matter with the individual. Report your specific observations directly, immediately, and confidentially to the **Headteacher**.
Concern/allegation regarding the school Headteacher	Report directly and confidentially to the **Chair of Trustees**. Contact details can be obtained discretely through the Main School Office.

What is a safeguarding concern?

Harm, neglect, and abuse can be inflicted on a child by anyone: a parent/carer, a family member, a friend, a stranger, a member of staff, a volunteer, or another child. In line with the Keeping Children Safe in Education (DfE, 2026), visitors must stay vigilant for the following specific warning signs. Such as:

Physical and Neglect Indicators

Appearing unfed, unkempt, inadequately clothed, or showing unexplained physical injuries, bruises, or burns.

Emotional and Home Distress

A pupil displaying acute emotional distress, sudden withdrawal, extreme anxiety, or behavior inappropriate for their age. This includes a child using AI capabilities (e.g., deepfakes).

or parent making verbal disclosures about domestic abuse or violence at home.

Child-on-Child Abuse

Recognising that peer exploitation, bullying, online harassment, and physical violence are severe safeguarding issues. This explicitly includes identifying behaviours driven by misogyny, sexism, or toxic sexualised cultures that normalise violence.

Weapons or threats

You must report immediately if a pupil expresses an explicit or implicit *intent* to carry, transport, or use a weapon.

AI and Digital Risks

Being aware of the non-consensual creation or sharing of self-generated intimate images or videos, particularly those made or manipulated. Phones or cameras must be kept away unless permission is sought from the Headteacher.

Our Designated Safeguarding Leads (DSLs)

			
Lead DSL **Deputy Headteacher** **Mr C Wood**	**Deputy DSL** **Assistant Headteacher** **Mr L Feaviour**	**Headteacher** **Mr N Willingham**	**Mrs K Street** **Pastoral Officer Year 10 and 11**

	
Mrs E Cawston **Pastoral Officer** **Year 7**	**Mrs R Fisher** **Pastoral Officer Year 8 and 9**

Remember…

If a pupil, parent or any adult, starts to tell (disclose) you that they are suffering abuse, experiencing harm, or feeling unsafe, you must:

Never promise to keep a secret
Inform them immediately, calmly, and gently: *"I cannot keep secrets. I am required to pass this information on to the school's safeguarding team so that we can take care of you and help keep you safe."*

Listen actively and non-judgmentally Allow them to speak freely without interruption. Do **not** investigate, interrogate, or ask leading questions. Do not attempt to gather evidence yourself.

Provide reassurance
Reassure the person that they have done the right thing by speaking up, and emphasise that their safety is the absolute priority.

Document and Escalate Immediately
Go directly to the Main Reception to locate a Designated Safeguarding Lead (DSL). You will be required to fill out a **paper safeguarding form**, capturing the disclosure using their exact words (verbatim) where possible.

The Prevent Duty and British Values

In the UK Government's Counter-Terrorism statutory guidance St Clements operates under a clear Prevent Duty. This is:

- Responding thoroughly to the ideological challenges of terrorism and the systemic threats posed by those who promote extremist views.
- Preventing vulnerable individuals from being drawn into radicalisation or terrorism by ensuring they receive early intervention, targeted advice, and rigorous family help.
- Actively working with partners and community sectors where there are risks of radicalisation must be addressed.

To build resilience against radicalisation,

Fundamental British Values sit at the heart of our curriculum. These are:

Democracy
Promoting collaborative decision-making and ensuring every voice is heard.

The Rule of Law
Respecting legal frameworks and recognising individual accountability.

Individual Liberty
Protecting personal autonomy, choices, and human rights.

Mutual Respect and Tolerance
Actively embracing, understanding, and supporting individuals with differing faiths, cultures, backgrounds, and beliefs.

Fire safety evacuation procedure

Please immediately check the fire evacuation map displayed on the wall of your current room. Locate the two nearest designated emergency exits.

If you think there is a fire, alert the nearest staff member immediately. They will sound the physical fire alarm system.

On hearing the fire alarm calmly proceed out of the building through the nearest safe emergency exit. Do not stop to gather anything, coats, or personal belongings. Move directly to the assembly point located on the main playground.

Do not re-enter the buildings until authorised by the Fire Warden.

Any visitor who anticipates requiring physical, sensory, or physical assistance during an emergency evacuation due to a disability must notify the main office immediately upon arrival.

First Aid

Should you, a pupil, or a colleague require medical attention during your time on site, do not attempt independent treatment.

Notify the nearest member of staff immediately or contact the Main Reception directly to dispatch a certified First Aider to you.

Thank you for visiting St Clement's High School