

## IMPORTANT INFORMATION

### School Address

Woodcote Road, Wallington SM6 0PH

### School Telephone Number

020 8647 2380

### School Email

info@wallingtongirls.org.uk

### School Website

www.wallingtongirls.org.uk

**Headteacher:** Mrs T O'Brien

**Reception:** Extension 300

### Reporting a safeguarding concern

[whsgsafeguarding@wallingtongirls.org.uk](mailto:whsgsafeguarding@wallingtongirls.org.uk)

### Designated Safeguarding Lead

Ms M Gough, Ext 314

### Deputy DLS

Mrs Wilson on 353 or Mrs Corfield on 399  
Mrs S McCormack, ext 305 or Mrs H Emkes, Ext 313 for Sixth Form

**First Aid Support:** Ext 349

### Lettings: School space

020 3369 3269 or info@school-space.org



# Wallington High School *for Girls*

HEIRS OF THE PAST, MAKERS OF THE FUTURE

## Safeguarding and Safety Information for Visitors

### VISITOR INFORMATION

- Wallington High School for Girls is a no smoking and no vaping site.
- Limited visitor parking is available. to be requested in advance.

### FIRE EVACUATION

- If the fire alarm sounds, should leave the building by the nearest exit.
- Please do not return to any room to collect your belongings.
- The fire evacuation point is the field at the back of the school. From 4pm, the evacuation point is the grass at the front of the school

### SCHOOL DAY

The school day starts at 8.25am.

Students finish at 3.00 Monday to Friday

Reception is open 8am to 4pm

**Updated: September 2023**

We are committed to promoting and safeguarding the welfare of all students at Wallington High School for Girls. All visitors to the school have a part to play in helping us keep our children safe by observing the following guidelines'

### **Arrival at the school**

You must report to our main reception desk on arrival. All visitors and contractors will be asked to sign in. You will be issued with a visitors badge and you must wear this for the full duration of your stay.

If you are issued with a red lanyard, you will need to remain with your host for the whole time you are on site. You will need to ensure to sign out and return this lanyard and badge when leaving.

Only visitors that provide evidence of an enhanced DBS disclosure certificate to reception will be allowed unsupervised access to the students or school site.

### **During your visit**

Please follow the following guidelines whilst on site.

### **Health and Safety:**

All visitors must follow the applicable health and safety guidelines. Visitors must familiarise themselves with the Emergency evacuation procedures on the reverse of their lanyard. In the event of a Lockdown alert, please follow the instruction notices in every room and follow your host.

If you become unwell or require first aid assistance, please call 349



### **Protecting Children and Keeping them safe from harm:**

#### **Do's and Don'ts**

**Do** report to a member of staff anything that you see or hear which concerns you during your visit.

**Do** be sure that your interactions with students are appropriate and could not be reasonably interpreted as otherwise.

**Do** ensure you only use the toilet facilities designated for visitors of staff.

**Do not** engage in any physical contact with a student.

**Do not** give any personal information to students such as your personal mobile number, address, personal email or details of any personal social media accounts.

**Do not** accept or respond to any students giving you their personal information—but report it to the DSL.

**Do not** take any photographs or videos of students unless specifically agreed by the school.

**If you have any concerns** that a student may be at risk of harm or a student makes a disclosure to you, report it immediately to a member of our safeguarding team or SLT via the contacts on this leaflet.

Do not carry out your own investigation or discuss your concerns with the student. Do not promise confidentiality, explaining you need to inform a staff member.

For more information refer to our Safeguarding Policy which can be found on our website or ring 999

