



THE LONDON NAUTICAL SCHOOL

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Safeguarding Protocol for Visitors to London Nautical.

- All visitors to the school must sign in on arrival using the inventory system.
- Visitors are then to be provided with a lanyard for which they can place their visitor's badge inside.
- There are two types of Lanyard:

RED	GREEN
Parents for whom we do not have a DBS External visitors for whom we do not have or have seen their DBS.	For normally returning visitors of whom we have seen and have a copy of their DBS number or certificate.
If a Visitor has a RED Lanyard:	If a Visitor has a GREEN Lanyard:
They are to remain with the member(s) of staff that they are visiting for the duration of their stay and should not be left alone in the main school building at any time.	They are able to be in and around the school unsupervised. They are also able to be left unsupervised with the student body.

Parents:

- It is not necessary for parents to provide a DBS. When they attend meetings with staff members, they should sign in normally using inventory and should be provided with a red lanyard.
- For parents' information evenings, staff are present to supervise the entrance and exit of those in attendance and therefore signing in is not necessary for these events.

Frequent visitors:

- Frequent visitors such as the Educational psychologist, Speech and Language therapist will provide us with their DBS and will be provided with staff badges as they work at the school for one day per week.
- Other frequent visitors should bring with them and present their DBS certificate, this will then be stored and recorded and each time they visit, they are to sign in as normal and will then be provided with a green lanyard.

Contractors and builders:

- Should provide DBS certificate and numbers when working on site. If builders and contractors do not supply Their DBS number or certificate and there are students on site, they will need to be supervised and monitored by the staff they are visiting.

External Supply staff:

- Before coming into unsupervised contact with pupils, external supply staff should provide evidence of their DBS number and certificate to HR and be added to the frequent visitor list. They can be provided with a green lanyard when signing in on the inventory system.

Governors:

- Governors have their own access to signing on the inventory system. They can then be provided with a Governor Lanyard, which already has their name printed on the card.

Interviews:

- Teachers and support staff being interviewed will need to provide their DBS certificate and number. Those that do this are able to have a green lanyard. Those that do not have this with them or those that have not provided these will be provided with a red lanyard.

HR will hold and have a list of those frequent visitors of whom we have their DBS which will be present on reception. This should be checked when frequent visitors/ external supply staff are signing in. Also, when new frequent visitors/ external supply teachers provide their DBS, this list should be updated by HR and replace the list already held at reception.

N Atherton

Safeguarding Lead

September 2018