

## Key school contacts

**Headteacher** - Mr Richard Parrish

**Head of Office** – Mrs Clare Banks

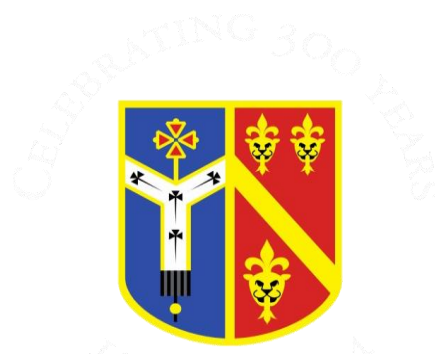
**Designated Safeguarding Lead** -  
Mr Andrew Cook

**Deputy Safeguarding Leads** -  
Ms Dawn Hutchinson, Mr Nick Gaisford and  
Mrs Anna Robinson

**Governor for Safeguarding** -  
Mrs Christine Banton and Miss Shona Okeke

We hope that your visit to Archbishop Tenison's will be an enjoyable experience and that you find the school community welcoming.

If you would like to make any comments about your visit, please e-mail  
**reception@archten.croydon.sch.uk**



## Archbishop Tenison's

### Church of England High School

*'Tenaciter - academic excellence for each person in a Christian community'*

## Visitors' Information Leaflet

**Archbishop Tenison's CE High School**  
Selborne Road, Croydon, CR0 5JQ

**T:** 020 8688 4014

**E:** reception@archten.croydon.sch.uk  
**Web:** www.archten.croydon.sch.uk

**Please remember** to sign out and return your visitors badge to the main school office before leaving the premises, even if you are due to return to the school again on the same day.

Please report **Health & Safety concerns** to the main school office immediately.

**Accidents** must be reported to the main school office where an Accident Report Form can be completed.

If the **fire alarm** sounds, please make your way out of the building calmly and promptly. Make your way with the rest of the school to the East courts.

### Other Information

- Visitor parking is not available on site and there are parking meters on roads closest to the school.
- Bus routes 64 and 433 serve the school. The bus stop is within 3 minutes walk of the school.
- East Croydon Station and South Croydon Station are within a 15-minute walk of the school or a short bus ride.
- By tram, alight at Lebanon Road. It is then a short walk to the school.
- Archbishop Tenison's is part of the Diocese of Southwark. Their website is **www.southwark.anglican.org**
- The school is located in the London Borough of Croydon. Their website is **www.croydon.gov.uk**

## SAFEGUARDING ADVICE FOR VISITORS AND VOLUNTEERS

**Our school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment**

By signing in at reception you are agreeing to follow the advice within this leaflet. All visitors must wear the visitor's badge provided by reception. An adult without a badge will be accompanied to the school's reception to confirm they have signed in

**Supervised visitors:** Most visitors will be in school and not working with pupils and students. These visitors must be accompanied at all times by a member of the school staff

**Unsupervised visitors:** If your visit involves unsupervised contact with young people you will be asked to show the photographic ID badge provided by your employer and unless we have previously sought written confirmation that appropriate DBS checks have been made by your employer we will not be able to have you working alone with a child. You may be asked to read the school's Safeguarding Policy which is available on the school's website and appropriate sections of the staff handbook. The school office holds a copy



**If you have ANY concerns about a child's welfare or well-being or have a concern about the behaviour of any adult within the school towards a child:**

- Discuss your concerns without delay with the designated Safeguarding Lead, a member of the Safeguarding Team or a member of the Senior Leadership Team
- Remember it is important to share your concerns even if you are unsure
- Anyone can make a referral to Croydon Children's Services  
Urgent child protection matters needing immediate attention make an online referral to the **Single Point of Contact (SPOC)**  
Or ring 0208 726 6400 / Urgent Action - 0208 255 2888

**If a child makes a disclosure to you:**

- Do not promise to keep a secret
- Avoid being shocked or embarrassed
- Listen to the child without interrupting them
- Do not ask the child any leading questions
- Reassure them that 'it is not their fault and they have done the right thing to tell you'
- **Immediately** report your concerns to the Safeguarding team, a member of the senior leadership Team or the office staff
- Be aware how best to manage your own feelings

**You must not:**

- Photograph a child without the school's permission
- Use your personal mobile phone around school.
- Ignore inappropriate behaviours towards children either by other children or adults
- Share personal details with a child
- Meet or contact the child out of school including by text, email, Facebook or other forms of social media
- Make inappropriate comments to a child including racist, homophobic, sexist or sexualised comments
- Give gifts to a young person (unless as part of the school's agreed rewards policy or with the agreement of your line manager) or show them preferential treatment

