

## Professional Visitors

Professionals from external agencies are welcome to work within The Rowans, provided that these visits are made in advance through the relevant school personnel. Professionals working 1-1 with pupils will be required to provide photo ID on each visit.

It is expected that all professional visitors will have undertaken their own risk assessments when working with young people at The Rowans. However, the following strategies and risk management protocol should be followed;

Professionals may ask to be accompanied by a Rowans' staff member if they assess there is a need and where possible, this request will be met. A room will be made available for professionals to meet with pupils. Visitors should feel comfortable to ask Rowans staff for assistance with a young person if the need should arise.

The Rowans holds up to date confidential pupil risk assessments for all young people. Any professionals working with individuals are permitted to ask to see this information prior to or after their visit.

If a serious incident should arise whilst a visitor is present at The Rowans then they should call for assistance, move to a place of safety and allow Rowans staff members to deal with the incident. All Rowans staff have been trained in positive handling and should the need arise, it may be used to ensure the safety of pupils.

### A Trauma-Informed Approach

At The Rowans we are trauma-informed  
We connect before we correct  
We stay curious not furious  
We understand behaviour is communication  
We believe in co-regulation  
That pupils regulate from the adults in their lives  
We think can't – not won't  
We believe in restoration – not retribution  
We believe that relationships buffer stress and build resilience  
All of us need one another, always  
Trauma informed practice means;  
We see you, we hear you, we are with you

## Child Protection at The Rowans - Important Contacts

### Designated Safeguarding Leads

C Johnson: Executive Head Teacher  
[Caron.johnson@therowansap.co.uk](mailto:Caron.johnson@therowansap.co.uk)

F May: Head Teacher  
[fiona.may@therowansap.co.uk](mailto:fiona.may@therowansap.co.uk)

G Webb: SENCO  
[gwen.webb@therowansap.co.uk](mailto:gwen.webb@therowansap.co.uk)

### Deputy Designated Safeguarding Leads

Becky Jones: Welfare and Attendance Lead  
[rebecca.jones@therowansap.co.uk](mailto:rebecca.jones@therowansap.co.uk)

Jo Skinner: Inclusions, Interventions and Mental Health Lead  
[joanne.skinner@therowansap.co.uk](mailto:joanne.skinner@therowansap.co.uk)

### Trustee for Safeguarding

Karen Price  
[Karen.price@therowansap.co.uk](mailto:Karen.price@therowansap.co.uk)

The school's safeguarding and child protection policy is available on our website:  
<https://www.therowans.org/policies and info/policies>

### Fire emergency procedures

Any person discovering a fire must:  
Operate the nearest fire alarm.  
On hearing the fire signal:

- When in class the order to evacuate will be given by the teacher, who will indicate the route to be followed.
- When not in class, move by the most direct route to the place of assembly, following guidance from staff.

### Lockdown procedures

Please remain in a locked room away from doors and windows until you are informed the lock down has ended.

# The Rowans AP Academy

## Safeguarding, Health and Safety and Visitor Protocols



Please take a moment to read through this leaflet

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Chatham, Kent ME5 0LB  
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Email – [office@therowansap.co.uk](mailto:office@therowansap.co.uk)

[www.therowans.org](http://www.therowans.org)  
@TherowansAP  
The Rowans AP Academy



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## Our Commitment to Safeguarding

Promoting and safeguarding the welfare of all pupils at The Rowans is a core duty and our highest priority. All adults visiting and working in the school have a part to play in keeping pupils safe.

We want The Rowans Academy to be open and welcoming to all who would like to support our pupils. These guidelines set out our school's policy, which is to ensure that the pupils benefit from as much help and support as possible and are provided at the same time with the best possible security and safeguarding.

**Please read this leaflet carefully and follow the advice whilst visiting the school. If you have any concerns, comments or queries, please contact one of our Designated Safeguarding Leads whose contact details are on the back of this leaflet.**

### Safeguarding

All children and young people have a right to be protected from harm, radicalisation and exploitation, regardless of:

- race, religion, belief or ethnicity
- age, sexual orientation, gender or disability

All staff at The Rowans receive regular training in safeguarding and child protection and all have a duty of care towards the pupils.

### Staff and Volunteers

For the pupils' safety, all staff and volunteers are required to have police clearance (DBS) before they work in the Rowans.

## Visitor Protocol

At The Rowans AP Academy, we warmly welcome all visitors to our school. We would like to think that everyone who visits us recognises that in the interests of safeguarding our pupils, there is the need to have clear and precise procedures that visitors must follow.

### Procedures for visiting The Rowans

On arrival all visitors must report to reception and sign in using the electronic signing in system. All visitors will be issued with a visitor badge.

### During your visit you must...

- Wear a visitors badge at all times
- Read and adhere to the child protection protocols and guidance, attached to the visitor badge
- Understand the need for confidentiality at all times
- Report to a member of staff, anything that you see or hear which concerns you during your visit

### During your visit you must not.....

- Share personal information with the pupils such as your address, email or social media contact details
- Take any photographs or take any video footage, unless permission has been given by the Headteacher
- Disrupt teaching and learning, any inappropriate or disruptive behaviour may result in you being asked to leave the school
- Use loud and/or offensive language or display temper or aggression

## Respect

- We expect visitors to show respect for others by supporting the respectful ethos of our school and by setting a good example in their own speech and behaviour towards all members of the school community.
- We will not tolerate any communication or conduct which is threatening or abusive to staff in any way and in exceptional circumstances a school site and communication ban may be imposed by the Headteacher.
- The Headteacher has the authority to refuse entry to The Rowans to any visitor should she believe, it would not be in best interests of the pupils.
- Mobile phones should be switched off and stored in bags. If mobile phone usage is required, it should be done in an area that is not accessed by the pupils.

### Safeguarding Concerns

If you have any concerns about a young person's safety or wellbeing during your visit to the Rowans:

- Act quickly and share the information with the Designated Safeguarding Leads or the Deputy Safeguarding Leads
- Make a note of what you have seen, heard or been told
- Do not question the child
- Do not physically examine the child

If the disclosure or your concern relates to a member of staff, this must, as soon as possible, be shared with the Headteacher and nothing should be said to the adult involved.