

Welcome to The King's School and thank you for your visit. The guidelines and information which follows is intended to help you make the most of your time with us. The School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.

These Visiting Adult guidelines are for all adults who come to The King's School Boathouse and are not in regulated activity. The core values of the School are aspiration, respect and collaboration. Every member of the school community is encouraged to embrace and model these values.

If you have any queries, please discuss them with the member of staff with whom you are working, otherwise please contact:

Mr David Blackham, Director of Rowing or Dr Jane Byrne, Deputy Head.

Visitors will be met at the entrance gate on arrival and escorted to their area of for a full briefing before commencing work.

Thank you again and I hope that you have an enjoyable and productive visit.

George Hartley

Headmaster

On arrival, all visitors to The King's School must sign in and collect a badge which must be returned at the end of your visit. Visitors must sign in at the coach's office, located on the first floor in the clubhouse.

Car Parking: Vehicles and contents are left at the owner's risk.

Notes for Visiting Adults Working with Children

Visiting adults are not expected to take the place of a teacher, but are there to give encouragement to students and function as role models. Remember that the activities you do with the students should be beneficial for you both, however, you are in charge and it is important that a child does not take charge of the session or be disruptive to you or the other children. Please refer to the member of staff who has invited you and is with you.

Notes for Visiting Adults Not Working with Children

Please remember that as you are working in a school, and may come into contact with our students, you will be escorted around the campus by a member of staff who has completed our recruitment and safeguarding checks. You will be required to provide photographic ID on your first day to confirm your identity.

Confidentiality

Visiting adults must respect the need for confidentiality and will not discuss students or staff outside the School. No photographs of children should be taken.

Child Protection

It is mandatory to sign in and also wear school ID at all times. You must also ensure that you sign out when you leave.

You will not be left unsupervised during your time at the School; a member of staff will meet you at the entrance gate and walk back with you at the end of your time with us.

If you witness anything that you believe to be of concern relating to child welfare and safety please contact our Designated Safeguarding Lead, Mr Michael Harle (07795528817) who will talk with you confidentially and who is directly responsible to the Headmaster.

First Visit

On your first day a member of staff will sign you in.

You will be told:

- Directions to the staff toilets
- The contact details for the member of staff who you are working with
- Fire evacuation procedures

No smoking is permitted in any part of the School or grounds.

School contact details

The King's School
Wrexham Road
Chester
CH4 7QL
Tel: 01244 689500

Key staff contact details

Headmaster
Tel: 01244 689523

Bursar
Tel: 01244 689559

Deputy Head
Tel: 01244 689562

Designated Safeguarding Lead
Tel: 01244 689572



Head of the Junior School
and Willow Lodge and DSL
for Junior/Infant section
Tel: 01244 689543



On hearing the emergency fire alarm, you must leave the building immediately and remain with your host at the designated assembly point.



Welcome to The King's School Boathouse

Information for Visiting Adults

