

### School Day—all year groups

Period 1	8.30
Period 2	9.20
Tutor	10.10
Break	10.35
Period 3	11.00
Period 4	11.50
Lunch	12.40
Period 5	13.20
Period 6	14.10
Period 7 (Y12/13 only)	15.00



Teddington  
Turing House School  
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Teddington  
Middlesex  
TW11 0LR  
Tel No: 0208 069 6100

Hampton  
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## Turing House School



## Safeguarding Information

**All visitors must sign in & out at Reception.**

**All visitors will be issued with a visitors badge which must be visible at all times whilst on the school site.**

**Visitors may be asked to remain under the supervision of a designated member of staff whilst on the school site.**

## Safeguarding

If you have any concerns about a student and/or they disclose anything to you, you **must** inform the Designated Safeguarding Lead immediately.

- ◆ React calmly.
- ◆ Listen carefully and sensitively to the student
- ◆ Do not promise confidentiality. Explain to the student that you may need to pass on the information if you are worried about their or others safety.
- ◆ Do not question the student; only clarify what they are telling you. You may inadvertently compromise further enquiries.
- ◆ Reassure the student they have done the right thing.
- ◆ Record carefully exactly, what was disclosed to you, with the date and time. Sign this and pass it to the Designated Safeguard Lead immediately.

**Report anything however trivial it may seem—it is your statutory duty to do this.**

### Designated Safeguarding Lead



Mrs E Collins - Deputy Head Ext 6102  
Hampton

### Deputy Safeguarding Lead Deputy



Mrs K Poynton - Head of Inclusion Ext 6121  
Hampton (Fridays, Teddington Ext 6116

### Other staff able to deal with Safeguarding



Miss L Nicholson - Deputy Head  
Teddington Ext 6125



Mr O'Sullivan—Headteacher Ext 6109/6106  
Both sites

### Wider school safeguarding team—Ext 6116/6121

PLUS—(Hampton), Mrs Goodall (Teddington) & Mrs McEwen (Hampton)

## Staff Conduct

- ◆ Be professional. Think about how you interact with or speak to a student. The student may interpret it differently.
- ◆ Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- ◆ Avoid being on your own with a student; always ensure the door is open and that you are visible to others.
- ◆ It is best not to do anything for a student that they can do for themselves.
- ◆ Tell a member of staff immediately if a student touches or speaks to you inappropriately. Log the incident, time and date and pass it to the Head Teacher.
- ◆ If you have concerns about the conduct of other members of staff, it is your responsibility to inform the Head Teacher.
- ◆ Unless it is appropriate and part of your visit, please do not instigate verbal or physical contact with students (both on and off site).
- ◆ If you have concerns about student behavior, report it immediately to a member of staff
- ◆ Do not photograph/video students or give them your personal information, for example your telephone number or email address.

## Health & Safety

Turing House regards the promotion of Health & Safety to be of the utmost importance for all staff, visitors and students. Please comply with all safety procedures in and around the school site. Should you have any concerns relating to an incident, which has led or could lead to damage and/or injury, please report your concerns to a member of staff, or the Main School Office (located on the ground floor).

## First Aid

If you require First Aid during your visit, please contact the Main School Office or ask a member of staff to do so on your behalf. The First Aid Room is located on the ground floor opposite the Staff Room.

## Fire Alarm/ Evacuation

- ◆ The fire alarm is a continuous siren
- ◆ The assembly point is the back playground (Teddington)/ Field (Hampton) unless otherwise directed by a member of staff. For visitors and contractors, please go to the staff/visitors signage and register your name with a member of staff.
- ◆ Leave the building by the nearest exit and report directly to a senior member of staff at the assembly point.
- ◆ If you are supervising students, please ensure they walk quietly and quickly to the assembly point where they will line up in silence in their tutor groups.