

Security

- All visitors and contractors coming into the school must report to Reception.
- Please sign in using our electronic visitor system (clear instructions on how to do this will appear on the screen). A photograph of your face will be taken, and a visitor ID pass generated. Please use the plastic holder and visitor lanyard provided and make sure your ID is always clearly visible to staff and pupils.
- If you are working unsupervised with pupils, the school receptionist will

not be granted access

- You must sign in on each occasion you visit the school.
- Please log out of our visitor system at the end of your visit and return the lanyard and holder.

Digital Technology

- Mobile phones are not to be used on the school premises.
- Visitors are prohibited from taking photographs or videos whilst on the school site.

Fire Evacuation

- alarms.
- The alarm is a continuous bell. You must leave the building by the nearest exit.
- Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the administration staff.
- The assembly point is in the schoolyard.
- Do not take any personal risks.
- You must not re-enter the building until you are told it is safe to do so.



First Aid

- trained staff to support you.

Health & Safety

- Contractors must ensure that they are fully conversant

Safeguarding

- Adults visiting or working on the school site play an important part in the life of the school. You can play a part in keeping pupils safe whilst working at, or visiting, the school by observing the following guidelines:
- Do not initiate verbal or physical contact with pupils unless it is appropriate and a part of the agreed reason for your visit.
- Do not give any personal information to pupils, such as your mobile number or address. Do not provide pupils with your personal email address, and only provide your professional work email if it is necessary as part of the reason for your visit.
- Do not give pupils details of your personal social network accounts or engage in any communication with pupils using social networking sites.
- If you have any concerns that a pupil may be at risk of harm, report it immediately to the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead who can be contacted via the main school reception. Do not discuss your concerns with the pupil, and do not carry out an investigation.
- Explain that you will need to talk to someone else. Inform the Designated Safeguarding Lead or a Deputy of your concerns immediately.
- If you have a concern about the conduct of a member of staff, please report this immediately to the Headteacher or Deputy Headteacher, who can be contacted via the main school reception.
- For further guidance, the school's child protection policy can be found on the school website under the 'About us' tab and 'Policy document' option on the dropdown menu.

