



**We are committed to the safety and wellbeing of all pupils and visitors. Therefore all visitors must agree to the following before being allowed access to the school.**

## General

**Confidentiality is of the utmost importance.** Information or knowledge of individuals or the working of the academy must not be communicated to anyone outside the Academy premises

- Enter and exit the site from the main entrance, observing signing in and out procedures
- Please stay within the areas necessary for your visit
- You will be issued with a visitor badge. This must be worn at all times so that it is visible. Please return this to reception and remember to sign out as you leave the academy site
- Please note that appropriate actions and language must be used on site at all times
- Accessible toilets are located in the main entrance
- A first aider will always be available on site during normal academy hours. Ask a member of staff for assistance.

### Dress Code

- All people working on site must be dressed in a manner befitting the role they are undertaking
- Casual or revealing clothing (e.g. jeans / strappy tops) or strappy footwear is not deemed as appropriate for people working in a classroom setting unless expressly authorised

### Visiting Classrooms / Interaction with Pupils

- Present your photo ID (and any previously agreed documentation) when requested by Office staff
- Wear your photo ID and/or visitor badge at all times
- Interact with pupils as required within your professional capacity and report any instances / concerns / observations you may have immediately to the Head Teacher or senior member of staff
- Interactions must remain confidential within your remit

## Mobile Devices

**Personal devices e.g. mobile phones, tablets, cameras and ipods must NOT be used in school or around the children, and should be switched off on entering the building.**

- Do not leave equipment's unattended
- Ensure that the Bluetooth capacity of all mobile equipment is disabled
- Use only in connection with your business and when you are authorised to do so
- Do not take images of pupils and staff unless authorised to do so
- **IMAGES TAKEN AT SCHOOL EVENTS MUST NOT BE SHARED ON SOCIAL MEDIA**

## Safeguarding Procedures

**The safeguarding of all pupils is of paramount importance.**

If a child discloses something to you, or you observe a child doing or saying something which causes concern (including extremist views) this must be reported directly to the **Designated Officer** (Mrs Edmenson in our case) or a senior member of staff, all of whom are also trained as Designated Officers in the event of Head Teacher absence.

Information on Safeguarding Procedures and contact details can be found on entrance doors. Full Safeguarding Policies and Procedures can be accessed on the Academy website.

## Fire Procedures

The fire bell is tested approximately 5pm on a Monday evening. At this time it should ring for no longer than a few seconds, any longer and it is a genuine fire alarm. On any other occasion when the alarm sounds, it should be assumed that fire has been detected and you should evacuate the building at the nearest fire exit

- In the unlikely event of finding a fire activate the nearest break glass before exiting the building
- Report to the fire assembly point on the main yard and wait to be accounted for
- If you are working with pupils ensure that they are calmly escorted straight out of the building. When at the assembly point, pupils should join their class in order to be accounted for
- We operate a system of assisted escape for disabled visitors. Please tell the office staff your requirements.

## Signed Declaration

**Anyone whose actions and/or behaviours cause concern, or who does not follow the above requirements will be reported to the Head Teacher and / or Governors for further action. Please sign below to confirm that you understand and you will comply with all of the above.**

**Signed:**

.....

**Name:**

.....

**Date:**

.....