

Cheslyn Hay Academy Information for Visitors

We hope that your visit will be enjoyable, informative and safe.

Please help us by reading and complying with the guidance contained in this leaflet, which is intended to ensure your health and safety whilst you are at school. If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.

Security

All visitors and contractors coming in to the school must report to Reception.

As a visitor you will be asked to sign in and be issued with a badge that must be worn prominently so that staff and students can see you are a visitor. Dependent on circumstances, if you are working with students you may also be asked to produce your DBS certificate and/or other forms of identification.

If you are a regular visitor to the school, you will need to sign in on each occasion. If your organisation provides you with a clearly definable badge we may decide that this is adequate and a visitors pass will not be issued. Please make sure you wear your badge and that it is clearly visible to staff and students.

Fire & Evacuation

Your host will explain what to do in the case of emergencies and fire alarms.

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

- In the event of a bomb alert the building may be evacuated in stages or fully
- Stay with your host as they will escort you to the bomb evacuation assembly point and ensure that you are recorded present by the administration staff..
- The bomb evacuation alarm is a continuous siren and the assembly point is on the school coach park
- You should take any bags you have with you.
- You must not re-enter the building until told it is safe to do so.

- In the present climate of terrorist activities the school may need to invoke a lock down
- Stay with your host
- The lockdown alarm is a continuous sounding of the lesson change bell
- By their very nature, such an event will be unpredictable but the principle is to stay in the room where you are
- Lock the door if possible, stay quiet
- Await further instruction

First Aid

If you need first aid or feel unwell please go to reception or telephone reception (ext 201 and 203).

Health & Safety

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site.

As a visitor to our school it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

Smoking

We operate a no smoking policy during the school day. Please do not smoke anywhere on the school site.

Safeguarding guidance for visitors to the school

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 students safe whilst working at, or visiting, the school by observing the following guidelines:

- Do not initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit.
- Do not give any personal information to students, such as your mobile number or address. Do not provide students 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 students details of your personal social network accounts or engage in any communication with students using social networking sites.
- If you have any concerns that a student may be at risk of harm, report it immediately to the senior designated person for child protection (Mr D Wigg) who can be contacted via the main school office. Do not discuss your concerns with the student and do not carry out an investigation.
- If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the designated senior person for child protection (Mr D Wigg) of your concerns immediately.

For further guidance, the school's child protection policy can be found on the school website under the 'policies' tab.

Thank you for helping to keep Cheslyn Hay Academy safe.