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## Safeguarding and Safety Information for Visitors

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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 this, please do not hesitate to ask a member of staff to help you.

### **Security**

All visitors and contractors coming into school must report to Main 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 will be produced. Please use the plastic holder and visitor lanyard provided and make sure your ID is clearly visible to staff and students.

**If you are working unsupervised with students, the school's receptionist will ask you to produce a DBS certificate of details thereof, together with proof of identification, i.e., Passport or driving licence. Without this you may not be granted access.**

All visitors are expected to conduct themselves in a professional and respectful manner.

Any visitor who becomes concerned with any regard to the safety or welfare of any student or adult must report it immediately to the Main Reception or Designated Safeguarding Officer.

Should you become unwell or suffer an injury whilst with us, this should be reported to Main Reception or another member of staff who will assist you.

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 to the member of staff in Reception.**

### **Photographs**

Visitors are prohibited from taking photographs whilst on the Academy Site. NO photos, etc. are to be taken without prior authority. The use of mobile technology, including phones, is prohibited at the Academy.

### **Fire & Evacuation**



- Your host will explain what to do in the case of emergencies and fire alarms.
- The alarm is as 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 the Academy's large playground where a member of staff will register your presence. (See map below).
- Do not take any personal risks.
- Please **DO NOT** stop to collect your personal belongings, use the lift, or tackle the fire (unless trained to do so).
- You must not re-enter the building until told it is safe to do so.
- Please **DO NOT** leave the premises without first informing a member of the office staff or return into the building until authorised by the Fire Marshalls.
- SMOKING: The Academy has a **NO SMOKING POLICY**.

**In the event of a fire please report to the area shown below on the map below: (Main School Playground)**



### **Lockdown Procedures**

- Your host will explain what to do in the case of a lockdown.
- If there is an emergency, you will hear a dedicated alarm tone.
- Stay with your host or a member of staff and follow their guidance.
- If you are in a secure location within the school i.e., classroom, office, main hall stay where you are and make sure the doors are locked.
- DO NOT leave the room and keep away from the door.
- Hide where you are out of sight and remain quiet.
- Wait in silence until you are told it is safe to come out.



## Safeguarding

EVERYBODY, EVERYDAY

If you are concerned about anything speak to any member of staff or someone listed in the Safeguarding Team Below.

### Safeguarding & Child Protection

Is there something or someone worrying you? Who can you tell ?  
 You can tell **ANY** member of staff.  
 If you are not sure who to tell, the staff on this poster are **Safeguarding trained** they can help you.

Principal  
Mrs Bell



Deputy Principal – DSL  
Mr Shaw



Safeguarding Manager  
Mr Gourlay



#### DEPUTY SAFEGUARDING LEADS

Deputy DSL  
Mr Boxall



Deputy DSL  
Mr Carnov



Deputy DSL  
Ms Salmon



Deputy DSL  
Ms Regis



Deputy DSL  
Mr Robinson



Deputy DSL  
Ms Maher



Deputy DSL  
Ms Wignall



Deputy DSL  
Ms Douglas



LADO: **Jane Parr** - 0208 726 6000 ext. 24817 & **Steve Hall** - 0208 760 6400 Ext 24334



## **Health and 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.

## **Safeguarding Guidance for Visitors to the Academy**

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 part of the agreed reason for the visit.
- Do not give any personal information to students, such as your mobile number or address.
- Do not provide students with your email address, 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 academy DSL or any member of the safeguarding team who can be contacted via main reception.
- 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 of your concerns immediately.

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

**Thank you for helping to keep Oasis Academy Arena Safe.**