



**Designated Leaders: GARY DUNCAN
(safeguarding Lead) LORRAINE GOWLAND
(HT) & NICOLA BENTHAM (DHT)**

We are committed to safety and wellbeing of all pupils/students, staff and visitors therefore all visitors must agree to the following before being allowed access to the whole school site.

GENERAL	<ul style="list-style-type: none"> • Enter and exit the site from the main entrance, observe signing in and out procedures. • Do not move around the school unescorted. Please stay within the areas that are necessary for your visit. • You will be issued with a @Visitors' badge; this must be worn at all times so that it is visible. Please return this to the Office as you leave the school site. • Accessible adult toilets are located on the main entrance corridor; please do not use any other toilets during your visit.
FIRE	<ul style="list-style-type: none"> • The fire alarm is tested every half term, if you hear the alarm please leave by the nearest exit. • Report to the fire assembly point, in the junior yard, so that you can be accounted for. • If you are working with children/pupils lead them to safety, inform a member of the school staff so that registers may be taken
ALL MOBILE DEVICES PHONES, SMART WATCHES, IPADS, CAMERAS, LAPTOPS, USE OF WIFI, ETC	<p>Whilst on site please:</p> <ul style="list-style-type: none"> • Use only in connection with your business and when you are approved to do so. • Do not take/use images of pupils/students unless approved to do so. • Do not leave equipment unattended. • Ensure that your mobile phones' 'Bluetooth' capacity is disabled.
INTERACTION WITH PUPILS	<p>Where your role requires that you interact with pupils or you are attending Cestria on Local Authority/Partnership/Agency working you must:</p> <ul style="list-style-type: none"> • Present your photo ID (and any documentation previously agreed between school and the Local Authority or your Partnership/Agency) when requested by our Reception Staff. • Wear your Photo ID and Visitors Badge at all times when on the School site. • Interact with pupils as required within your professional capacity and report any instances/concerns/observations you may have immediately to a senior member of school staff (Office staff will provide advice on how to make this contact if