

# Information Pack for Visitors/Contractors



The Jubilee Academy is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. We are also committed to the equality of opportunity for all.

# Safeguarding and Safety

Welcome to The Jubilee Academy. We hope that you find this pack informative and useful, should you have any further questions please do not hesitate to ask a member of staff. We hope your visit will be enjoyable, informative and safe.

Please help us by reading and complying with the guidance contained in this pack which is intended to ensure your health and safety whilst at The Jubilee Academy.

## **Security on arrival**

All visitors, supply staff, external agencies and contractors coming into the school must report to Reception.

As a visitor you will be asked to **sign in and be issued with a badge which must be worn prominently** so that staff and students can see you are a visitor. When you leave the site please ensure that you **sign out and return your badge**.

## **Contractors**

All contractors must report to Reception where they will **sign in the contractor's book** and sign to say that they have read and understood the **asbestos register**.

Contractors must ensure that they are fully conversant with the safety rules and regulations before working on site.

## **DBS disclosure**

The Jubilee Academy welcomes partnership working with schools/external agencies to support student progress. To ensure safe working practice and compliance with our safeguarding protocol, we request that all schools/external agencies **submit a written notification on school/external agency headed paper**, in advance of any planned support work.

This written notification confirms that your school has carried out the necessary checks on any individual(s) who will be working at the school.

This must include a barred list check, their DOB, and the role in which they will be supporting the school.

It also confirms that this/these individual(s) will bring a **photo ID** with them to their first meeting which confirms who they are, e.g. a work ID/Passport/Driver's license.

## **Fire and Evacuation Procedures**

If you are in the building for the day please ensure you read the evacuation notices in the room you are in. If the alarm sounds for any reason follow the instructions. On hearing the alarm you must evacuate by reception, **assembly point is diagonally across the school on The Grove Open Space**. If you have students with you please ensure they leave quickly and calmly with you. Do not stop to collect personal belongings.

## **Parking**

If you need to visit the school during the day you can park in either NCP car park, St Ann's car park (both for a fee) or diagonally across the school on Lansdowne Road (20 mins free and charging thereafter).

## **First Aid**

We have several first aiders in the building, please alert a member of staff if you feel unwell and they will call for assistance for you. More than likely you will be located in the visitors meeting room on the ground floor, therefore the nearest first aider would be Miss Simpson and the nearest **first aid box is located in Reception**.

## **Safeguarding**

Adults visiting/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:

- ✓ If you have any concerns that a student may be at risk of harm report it immediately to the Designated Senior Person for child protection who can be contacted via the SLT office. Do not discuss your concerns with the student and do not carry out an investigation.
- ✓ **The DSP is Ms Bennett, Deputy Head (Ext 110).**
- ✓ **The Deputy DSP are Mr Boothe or Mr Sutherland (Contactable via radio).**
- ✓ Confidentiality should be maintained at all times.
- ✓ Do not initiate verbal or physical contact with students unless it is appropriate and part of the agreed reason for your visit.
- ✓ Do not give any personal information to students such as your mobile number, personal email or address.
- ✓ Do not engage in any communication with students using social networking sites

## **Smoking**

The Jubilee Academy is a non- smoking school – this includes e-cigarettes.

Please **do not smoke anywhere on the school site.**

### **Tea/Coffee**

Hot drinks are only to be consumed in the room you are in – NO hot drinks are to be carried around the school.

### **Photographs**

Before taking any photographs on site permission must be sought from either the School Manager or the Site Manager.

**Thank you for helping to keep The Jubilee Academy safe.**