



Advice for Visitors

We would like to take this opportunity to welcome you to our school and point out that we at St Benet Biscop Catholic Academy are committed to the safety and wellbeing of all students, staff and visitors.

Therefore, we ask that all visitors take time to read and follow the advice set out below before you continue your visit to our school.

General

- Please enter and exit the site from the main entrance observing signing in and out procedures.
- On arrival, you will be issued with a visitor's badge. This must be worn at all times so that it is visible. Please return your visitor's badge once you have signed out at Reception.
- Please stay within the areas that are necessary for your visit.
- Visitors should use the closest staff marked toilets.
- All of our school policies are available upon request at the Reception or via our website

Safeguarding

Where your role requires that you interact with students or you are attending school on Local Authority / Partnership working you must:

- Present your photo ID and any documentation previously agreed between the 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 school site.
- Interact with students as required within your professional capacity and report any concerns you may have about any student immediately. Reception staff will provide information on how to make this contact.

Personal Mobile Phones, Cameras and Other Equipment

Whilst on site please:

- Use only in connection with your business and when approved to do so.
- Ensure that your mobile telephone and other electronic devices have the 'Bluetooth' capacity disabled.
- Do not take or use images of students unless approved to do so.
- Do not leave equipment and personal belongings unattended.

First Aid and Accidents

Please contact Reception if you require first aid or medical attention.

All accidents and incident must be reported to Reception immediately and recorded as appropriate.

Fire

Please advise reception if you need assistance in the event of an evacuation.

- The fire alarm is tested every Friday at 7:30AM.
- All visitors must assemble in **St Aidan's** yard
- Visitors must find and report their presence to the contact member of Reception staff who will be situated at the top yard also.
- If you are working with students lead them to safety and to their assembly point before making your way to your fire assembly point (see above).

Miscellaneous

Smoking: Smoking is **not** permitted anywhere on the school site, this includes the school grounds as well as the buildings.

Internet Access: If you need to use the internet please contact Reception, you will need to sign an internet use agreement. If you come across inappropriate material on the internet please inform Reception or Mrs Lesley Poulter—Assistant Headteacher.

Visitors please note that if your actions or behaviour gives us cause for concern or if they fail to follow the advice set out above; you may be asked to leave the site immediately or be reported to the Police or to the Local Authority for further action.