**Bacup and Rawtenstall**

**Grammar School**



**Visitors Agreement**

All visitors to Bacup and Rawtenstall Grammar school are required to sign in at Reception and by doing so agree to the following:

**Identification-** Photo ID must be provided (until known by staff) at Reception. The issued identification badge must be worn at all times. You will be challenged by school staff if identification is not visible.

**Red** Lanyards will be issued to DBS cleared visitors and **Yellow** to visitors who require escorting throughout their visit.

**School Code of Conduct –** Must be adhered to whilst on the school site. A copy is available at Reception.

**Mobile phones -** Must be on silent or vibrate and out of sight and must not be accessed in a teaching space where pupils are present.

**Safeguarding –** Concerns regarding pupils or staff should be referred to the Designated Senior Leader, Mr P Reeves, Mr D Morriss or the Deputy Mrs S Baines. Please ask at Reception for further details.

**Fire evacuation –** If a fire alarm sounds please leave your room by the nearest exit which will be marked on the back of the door or by following the green emergency exit signs. The muster point is on the astroturf at the top of Glen road.

**Lockdown –** A message will be broadcast throughout the site indicating that there has been as incident in the building / on site with further details to follow. You will be given as much information as possible via instant messaging on your computer. Do not vacate your area if the fire alarm sounds during the lockdown. Follow the instructions on your computer or verbal instructions given from a member of the leadership team.

**Health and Safety –** Visitors need to exercise due care and attention and report any obvious hazards to reception. Contractors will read and sign the asbestos register prior to any work commencing. Accident reporting book available from the School Nurse.

**Photography –** No photos must be taken whilst on site of pupils without the permission of a member of the leadership team.

**Smoking –** Smoking is strictly prohibited including the use of e- cigarettes.

**I.T Network access** – on your first visit to school if you require access to the school’s computer network you will be issued with an Acceptable Use Agreement which you will be required to sign. A register of these completed forms will be kept at Reception.

**Confidentiality –** Visitors in school are bound by our confidentiality code. Any information should be kept confidential and not mentioned outside of school. This also applies to the use of social networking sites. Professionals when working with individual pupils regarding sensitive issues relating to a range of areas including counselling, special educational needs or well-being are bound by their professional codes of conduct ensuring pupils the right to confidentiality and it would be unreasonable to expect a professional to act outside his/her professional code within a school setting.  Confidentiality, in these situations, should only be breached in exceptional cases when it is felt the pupils are at risk of harm

I have read the above agreement and understand my responsibilities.

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Signed

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Name Date