

# Bacup and Rawtenstall Grammar School



## Visitors Information

We hope that your visit will be enjoyable, informative and safe.

Please help us by reading and complying with the guidance below, which is intended to ensure your health and safety whilst at Bacup and Rawtenstall Grammar School (BRGS). If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.

All visitors to BRGS are required to sign in at Reception and by doing so agree to the following:

**Security** - All visitors and contractors coming in to the school must report to 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 generated. Please use the plastic holder and visitor lanyard provided and make sure your ID is clearly visible to staff and students. 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.

If you are working unsupervised with students, the school receptionist will ask you to produce your DBS certificate or details thereof, together with proof of identification, i.e. Passport or Driving Licence. Without this you may not be granted access.

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.

**Safeguarding** – 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 a part of the agreed reason for your visit.
- Do not give any personal information to students, such as your mobile number or address. Do not provide students with your personal email address, and 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 senior designated person for child protection (Mrs Baker) who can be contacted via 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 (Mrs Baker) of your concerns immediately.

Concerns regarding pupils or staff should be referred to the Designated Senior Leader, Mrs P Baker, Mrs R Johnson (Deputy Headteacher), Mr J Johnstone (Head of School), Mrs S Baines (School Based Nurse) or Miss E Gauntlett (SENCO). Please ask at Reception for further details.

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

**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.

**Fire evacuation** – If a fire alarm sounds there will be an instruction informing you to leave the building. Please leave your room by the nearest fire exit by following the green emergency exit signs. The muster point is the AstroTurf at the top of Glen road.

**Lockdown** – A message will be broadcast throughout the site indicating that there has been an 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 PC. Follow the principles "RUN, HIDE, TELL". 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. All accidents should be reported to the School Nurse, please ask Reception for details.

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.

**First Aid** - If you need first aid or feel unwell please go to Reception (ext 0).

**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.

**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. Confidentiality, in these situations, should only be breached in exceptional cases after consultation with the Designated Senior Leader when it is felt the pupils are at risk of harm.

**Thank you for helping to keep BRGS safe.**