

# Bacup & Rawtenstall Grammar School



## Notes for Visitors

Please spend a few minutes reading this information

## Welcome to Bacup & Rawtenstall Grammar School

### Visitors to school are asked to:

Sign in at reception, including car number  
Wear a visitor badge throughout your time in school  
Sign out and return your badge to reception at the end of your visit

### In case of fire:

- Assembly-point is on the astro-turf
- Remain with the group you are visiting
- When on the astro-turf, please register with the office staff
- Remain with the office staff until your return to school

BRGS is a no-smoking site

### Health & Safety

We aim to provide a safe and healthy working environment and we ask that every task is carried out with safety in mind. If you have any concerns or suggestions, please inform Reception who will pass them on to the Health & Safety officer.

### First Aid

For all first-aid requirements, please contact Reception who will pass you on to the School Nurse. Give the extent of the injury and the location of the injured. All accidents or near-misses must be reported.

### Safeguarding

Unless you have enhanced DBS clearance, we are required to accompany you while you are on school premises. It is the responsibility of the person you are visiting to ensure that you have signed in and are accompanied.

We would ask you to remain in the waiting room in the main reception until you are met by the relevant member of staff.

**School statement:** We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. While working in our school we expect you to take care of our pupils and also follow our procedures.

If you have any concerns regarding a safeguarding related issue, please report it to the member of staff accompanying you or contact Mr. P Reeves (DSP) on 145/e-mail [pwr@brgs.org.uk](mailto:pwr@brgs.org.uk).