

Before you enter the school from reception

All visitors must sign in using the InVentry System in Reception. Each visitor is issued with a name badge and a coloured lanyard. This will be green if the visitor has provided DBS information and red if not. If a visitor is issued with a red lanyard, it means that they must not be allowed around school premises unaccompanied. School Staff have the right to challenge any visitor if they are unsure as to why that person is on the school site. Please return the lanyard at the end of your visit.

If you are concerned about the conduct of a member of staff, please inform the Head Teacher immediately. If your concern regards the Head Teacher then please ask Reception Staff for the chair of governors contact details.

Welcome to our school

Here is important information for Visitors. Please take a moment to have a look and if you have any questions then ask at reception.

Derby Cathedral School
Great Northern Road, Derby DE1 1LR
Tel: 01332 325710

info@derbycathedralschool.org.uk
www.derbycathedralschool.org.uk

DDAT
Derby Diocesan Academy Trust

We are proud to be part of
Derby Diocesan Academy Trust.

Derby
CATHEDRAL
SCHOOL

Safeguarding

We expect all visitors to be committed to safeguarding and promoting the welfare of our young people. If you see or hear anything whilst you are with us that gives you cause for concern please approach a member of the safeguarding team.

This includes racist, homophobic or sexualised language or language that is of an extremist or radicalised nature.

The main safeguarding team are show below:

Mr A Goodhead
Deputy Headteacher DSL 1



Mrs J Brown
Headteacher



Mrs A Lucas
Deputy DSL



Mrs V Smith
Deputy DSL



In their absence please see another member of the Senior Leadership Team. Other safeguarding trained staff are Heads of Year and SENDCo.

Mr P Hammerton
Assistant Headteacher



Ms S Oakes
SENDCO



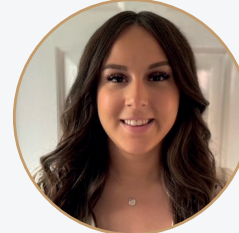
Mr C Capon
Head of Year



Mrs V Lynch
Head of Year



Miss B Nicholson
Head of Year



Please do not leave school premises without passing on your concerns.

Fire Safety

On discovering a fire:

Sound the alarm by breaking the glass on a call point or inform the nearest member of Staff

On hearing the fire alarm:

This is a continuous alarm sound. Punctuated by an instruction to leave the building. Please evacuate the building by your nearest safest exit and go to the fire assembly point. This is the MUGA, behind the Sports Hall. Please report to the Reception Staff who will take a roll call. Please do not return to the building until you are instructed to do so.

Lockdown:

If you hear a continuous whistle this means that school is in 'lockdown'. Please follow the protocol that will be instigated by Staff.

First Aid:

For all First Aid requirements please contact The Medical Officer and/or Reception in person or by telephoning 623/ 680/ 681. Please give the extent of the injury and the location of the injured person(s). The Medical Officer or Reception will organise a First Aid response. Please ensure that all accidents or near misses are reported.

Health and Safety:

Derby Cathedral School aims to provide a safe and healthy environment for students, staff and visitors. If during your time with us you notice any faulty or damaged equipment or potential hazards these should be reported immediately to Reception.

Derby Cathedral School and grounds are a No Smoking site – this includes all types of vaping.