**Safeguarding and Safety Information for Visitors**

**Welcome**

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

*Safeguarding is paramount at The Wells Academy and is at the heart of everything we do.*

*Please help us by reading and complying with the guidance contained in this leaflet, which is intended to ensure your health and safety whilst at The Wells Academy. If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.*

**Security**

All visitors and contractors coming in to the school must report Main 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 will be produced. Please use the plastic holder and either a green or red visitor lanyard will be provided. Please make sure your ID is clearly visible to staff and students.

If you are working unsupervised with students, you will have already been asked to produce your DBS certificate or details thereof, together with proof of identification, i.e. Passport or driving licence. It is unlikely that you will receive access without having produced these documents.

All visitors are expected to conduct themselves in a professional and respectful manner.

Parents/carers visiting the school will be asked to sign in using our electronic visitor system in Main Reception. They will then be met by a member of staff.

Any visitor who becomes concerned with any regard to the safety or welfare of any student or adult must report it immediately to the Main Reception or Designated Safeguarding Officer.

Should you become unwell or suffer an injury whilst with us, this should be reported to Main Reception or another member of staff who will assist you.

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 to the member of staff in Reception.

**Photographs**

Visitors are prohibited from taking photographs whilst on the Academy site. NO photos, etc. are to be taken without prior authority. The use of mobile technology, including phones, is prohibited at the Academy.

**Fire & Evacuation**

* Your host will explain what to do in the case of emergencies and fire alarms.
* The alarm is a continuous bell. You must leave the building by the nearest exit.
* Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the administration staff.
* The assembly point is the academy’s front active yard where a member of staff will register your presence.
* Do not take any personal risks.
* Please **DO NOT** stop to collect your personal belongings, use the lift, or tackle the fire (unless trained to do so)
* You must not re-enter the building until told it is safe to do so.
* Please **DO NOT** leave the premises without first informing a member of the office staff, or return into the building until authorised by the Fire Marshalls.
* SMOKING: The Academy has a **NO SMOKING POLICY.**

**Lockdown Procedures**

* Your host will explain what to do in the case of a lockdown.
* If there is an emergency, you will hear a dedicated alarm tone.
* Stay with your host or a member of Wells staff and follow their guidance
* If you are in a secure location within the school i.e. classroom, office, main hall stay where you are and make sure the doors are locked. If there are blinds in the room close them.
* DO NOT leave the room.
* Hide where you are out of site and remain quiet.
* Wait in silence until you hear a public address via the PA system which will let you know when it is safe to come out.

**Health & Safety**

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.

**Safeguarding Guidance for Visitors and Volunteers to the Academy**

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.

**What if I have concerns about a student?**

* If, whilst on site you have concerns about a student, you must report this immediately to your staff host or supervisor. They will then follow the academy’s child protection policy.
* If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform your staff host or a member of the safeguarding team of your concerns immediately. Do not discuss your concerns with the student, and do not carry out an investigation.

**What if I have concerns about a member of staff or adult at The Wells Academy?**

* If, whilst on site, you have concerns about the behaviour and conduct of a member of staff in relation to the safety and well being of students, you must report this to your staff host or supervisor immediately.
* A concern could be in the form of a suspicion, complaint or a disclosure. (paragraph 427 KCSIE 2022)
* The staff host or supervisor will follow the school safeguarding procedures and inform the DSL or Principal.

**Safeguarding Team at The Wells Academy**

* **Lead DSL:** Rebecca Moors-Vice Principal
* **Deputy Designated Safeguarding Lead:** Aisha Zaffar-Safeguarding and Family Support Worker
* Marcus Shepherd-Principal and DSL
* Beena Sisodia-Senior Vice Principal and DSL
* Sam Bailey- Assistant Principal and DSL
* Emma Gillain-Head of Year 8 and DSL
* Abbie Harris -Senior Education Attendance Officer and DSL

For further guidance, the academy’s child protection policy can be found on the school website under the ‘policies’ tab. **Thank you for helping to keep The Wells Academy safe.**