



# INFORMATION & SAFEGUARDING PROCEDURES FOR WORKERS, VISITORS OR VOLUNTEERS

Guidance for adults visiting or working on our academy site.

Sudell Primary School is committed to the protection and safety of its students and staff.



# **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

We assure all visitors, workers and volunteers a warm, friendly and professional welcome to Sudell Primary School whatever the purpose of their visit.

The academy has a legal duty of care for all health, safety, security and wellbeing of all students and staff. This duty of care incorporates the duty to 'safeguard' all students and staff from subjection to any form of harm, abuse or nuisance.

You have a personal responsibility to comply with the academy's safeguarding policy in order to ensure your personal safety and that of others. This will be made available for your inspection on request.

There can be no complacency where child protection and safeguarding procedures are concerned.

Please follow this guidance and help us to keep Sudell Primary School safe for learning.

## **VISITOR ARRIVAL INFORMATION**

On arrival, please ensure that you sign in at the school office and collect a visitor's badge.

It is imperative that you wear the badge at all times during your visit to the academy and it is visible. Please ensure that you sign out when exiting the building and hand the visitor's badge back to Reception.

Vehicles are parked on the academy site at your own risk. We ask that you avoid parking on the streets adjacent to Sudell Primary School.

Please take care of valuables. The academy cannot be held responsible for any personal effects.

The academy operates a No Smoking Policy. This includes e cigarettes.

We expect that appropriate behaviour/language should be maintained at all times on the academy premises.

We have a responsibility to protect our staff and students from any form of verbal or physical aggression and have a zero tolerance on this matter.

## **CHILD PROTECTION**

Helena Lewis, Principal, is the designated safeguarding lead for Child Protection. Should you hear or see something that gives you cause for concern regarding the safety of a student, please report this immediately in writing to the Principal at the following address:

[office@sudell.blackburn.sch.uk](mailto:office@sudell.blackburn.sch.uk)

# **FIRE SAFETY**

In the event of a fire or emergency evacuation, please following the emergency evacuation procedure which is displayed in prominent positions around the academy (please request a paper copy for those working outside the building).

# **FIRST AID**

For First Aid facilities, please contact the school office. We have a number of trained staff who will be able to assist.

# **EXPECTED STANDARDS OF CONDUCT AND DRESS**

Sudell Primary School believes that all of its visitors, workers and volunteers are entitled to be treated by others in a way that respects their rights and feelings, and values them as individuals.

Sudell Primary School has a firm commitment to equality of opportunity and will not tolerate any form of discrimination, bullying, harassment, threats or abuse, by or against its visitors, workers and volunteers on grounds of race, sex, disability, religion or belief, sexual orientation, age or marital status or otherwise.

All visitors, workers and volunteers on the academy premises, or carrying out the business of the academy off site, are expected to:

- behave in a controlled and dignified manner and avoid hostile, threatening or aggressive language and behaviour that may cause offence, attract unfavourable publicity or otherwise bring the academy into disrepute
- be neat, smart and professional in appearance

Visitors, workers or volunteers who persist in behaviour contrary to the above principles may be asked to leave the premises or otherwise discontinue their engagement or association with the academy. The Police may be informed where appropriate.

Could you please hand this leaflet back to the school office after your visit.



All visitors, workers and volunteers should wear their security pass at all times whilst on the academy premises.

Please sign out at the school office when you are leaving and hand your pass to the reception staff.

Thank you for reading this important information and for your help and co-operation in keeping Sudell Primary School safe for learning.

We hope you enjoyed your visit to Sudell Primary School



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