

FIRST AID

The school has a number of trained first aiders on site during school hours. Should you require their assistance, please contact the main welcome zone/reception or refer to the first aid information posters located around the building. If you have an accident whilst at the school you must report it to the a member of staff or the main reception and complete the appropriate paperwork

HEALTH AND SAFETY

Wallscourt Farm Academy regards the promotion of Safeguarding, health and safety and well-being to be of the utmost importance for everyone who attends and visits the site. It is school policy to ensure that every reasonable step is taken to prevent injury and ill health from hazards at work. A copy of the full policy is available online and from the Welcome zone. This includes the students and visitors to the school whether they are employed or attending site for other activities. This is achieved by:

- Assessing and controlling risk as part of the day to day management of academy activity
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the academy and during out of school activities
- Periodic review of the safety policy as academy activities and the associated risks change

Please comply with our safety procedures, whether written or brought to your attention by other means for your own protection, protection of those under your supervision and others who may be affected by your actions. Should you have any concerns relating to any incident which has led, or could

have led to damage or injury, please report your concerns to the member of staff supervising your visit or to the school office who will inform a senior member of staff

Emergencies – Lockdown Lockdown procedures are in place. They could occur when e.g. an unauthorised/unidentified person(s) has been seen on the premises. Teachers and pupils will return to their classes and doors locked until the situation has been investigated and the all clear given. If a lockdown is activated authorised visitors should follow the advice from your supervising member of staff.

TOILET FACILITIES- Shared Adults and Children

Toilets are located around the building. Disabled toilets are located in the centre of the building. Should you identify a problem with any of our toilet facilities, please inform the office.

SECURITY AND CAR PARKING

Visitors are advised not to leave valuables in their cars. Briefcases, laptops and bags should be kept with you at all times. If this is unavoidable lock all valuables out of sight in the boot. Personal belongings and paperwork should also be kept safe. Users of the car parks on this site do so at their own risk. Wallscourt Farm Academy will not accept liability for damage or accident to any vehicles or contents whilst on site.

SMOKING

The school operates a non-smoking policy; this includes the school grounds as well as the buildings.

LETTINGS

All persons hiring the premises, or part of, will ensure that they have received the lettings policy, are aware of emergency procedures and there has been a two-way share of information i.e. risk assessments.

INFORMATION FOR VISITORS

Welcome to: Wallscourt Farm Academy



Principal: Susie Weaver

Telephone Number: 0117 370 9860

Safeguarding Officer: Susie Weaver

Telephone Number: 0117 370 9860

This leaflet provides the following information:

- **Safeguarding**
- **Visitors and Contractors**
- **Fire and Emergency Evacuation Procedures**
- **First Aid**
- **Health and Safety**
- **Adult Toilet Facilities**
- **Security and Car Parking**
- **Smoking**

Please take time to read this information leaflet and for personal safety, please wear your identification ID clearly at all times and return it to the school reception when you sign out.

STAY SAFE AND ENJOY YOUR VISIT

SAFEGUARDING - See Keeping Children Safe docs

The school is committed to the highest possible standards in protecting and safeguarding the pupils in our care. During the school day visitors will be accompanied by a member of staff. Our aim is to promote a culture of being a safe environment for young people and the adults who work with them. This is achieved by:-

- Ensuring that Disclosure and Barring Service (DBS) checks are carried out on all who regularly deal directly with students or have access to their personal information
- Recruiting in line with guidance and safe practices
- Working to promote a safe culture where there is a common understanding of risk management and judgement in relation to safeguarding
- Ensuring allegations are dealt with quickly, fairly and with transparency and staff operate safe practice that does not leave them open to misunderstandings or malicious allegations
- Providing staff with the necessary training to recognise concerns about children and take responsibility for acting quickly on those concerns
- Communicating child protection procedures to all staff, parents and visitors.

If you have a concern that a pupil is being harmed, is at risk of harm, or you receive a disclosure (i.e. a pupil talks to you intentionally or unintentionally and tells you confidential information) whilst you are at the school, you must contact the following staff member as soon as possible via the main school reception. **Designated Child Protection Officer (DCP) – Susie Weaver**

If this person is not available please contact one of the following: **Suzanne Kelham**

Please report any worries or concerns immediately

Data Protection, Photos and Filming

Please do not take photos or films of learning or learners without permission. All staff are asked to sign confirming they have understood our Internet and Email usage policy, CLF IT Data Protection Best Practice, and WFA ICT Acceptable Use policy and guidance. Staff and Children are expected to challenge visitors who act beyond these policies or in breach of our safeguarding statement.

VISITORS AND CONTRACTORS

- All visitors and contractors must report to the appropriate member of staff, sign in using the appropriate book on arrival and before leaving the premises
- All visitors and contractors must wear a visitors badge when on site. If you are not wearing a visitors badge you will be challenged by staff
- In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the designated fire assembly point
- Contractors shall be informed of the fire and emergency procedures that apply. This includes:-
 - Action to be taken on hearing the fire alarm or discovering a fire
 - Fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures
 - The location of fire fighting equipment and fire alarm call points in relation to the area of their work
 - Contractor's/sub-contractors working on site when school staff are absent i.e. at night or at weekends, shall have adequate arrangements in place and know how to call the fire and emergency services

- The risk of fire arising out of work undertaken by any contractor will be assessed and appropriate precautionary measures put in place

➤ **Personal Emergency Egress Plans**

If you feel that you would require any additional assistance in an emergency evacuation of the building please declare this at the office so that we can provide you with a suitable evacuation strategy.

FIRE AND EMERGENCY EVACUATION PROCEDURES Fire

Notices are displayed in every room, indicating the actions to be taken on hearing the fire alarm or discovering a fire. You must read them and familiarise yourself with the nearest emergency exit. You have a duty of care to protect yourself in the event of a fire. **You should:-**

- Sound the alarm by operating the nearest break glass point. Inform a senior member of staff.
- Leave the area of the building that you are in by following the exit signs or by using the nearest exit
- Make your way to the visitor's fire assembly point. This is located in the MUGA- games area in playground
- Do not attempt to collect belongings from within the building
- Do not use the lifts.
- Fire wardens will be evident by the wearing of hi visibility jackets
- Upon arrival at the fire assembly point please report to the member of staff taking visitors registration
- Do not re-enter any of the buildings until the all clear is given.



Assembly points

