



Evelyn Grace Academy is committed to safeguarding all our students and staff from harm.



Safeguarding Leaflet for Visitors 2016/17

**VISITORS & CONTRACTORS PLEASE READ**

***Our mission is to create an outstanding Academy for our students who will become the leaders of tomorrow in every walk of life.***

Ark Evelyn Grace Academy, its staff and governors, are committed to safeguarding the welfare of our pupils and to providing a safe environment with robust systems to ensure the safety and healthy development of all our pupils, within the academy and on related school trips and other activities.

Everyone working in or for Ark Evelyn Grace Academy shares the objective of helping to keep children and young people safe by contributing to:

- Ensuring that Ark Evelyn Grace Academy provides a safe environment in which children and young people can learn and develop, and
- Identifying children and young people who are suffering or likely to suffer abuse or neglect, and taking appropriate action with the aim of making sure they are kept safe both at home and in school.

We recognise that some children *may* be especially vulnerable to abuse. We are committed to doing our best to identify such children and to working with the appropriate authorities to support and safeguard them. We are committed to providing all our pupils with a safe learning environment, free of bullying and other forms of harassment and to teaching pupils to act safely in and outside school and on the internet. All adults working at Evelyn Grace Academy are aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual.

**Keeping everyone safe**

We hope you have an enjoyable visit. Our main priority is to ensure that everyone who visits our Academy is aware of their responsibilities towards making sure all young people are safe. As a visitor it is important that you remember the following:

- If you are working in a 1:1 situation with a pupil, the Academy must have confirmation from your organisation that they have conducted all the necessary safeguarding checks including an Enhanced DBS disclosure (which has checked the children's barred list).
- Do not have any physical contact with any pupil.
- Never exchange personal contact details with a pupil, or agree to meet a child outside the school environment.
- Cameras / taking photographs are not permitted within the Academy unless prior approval has been sought.
- If a child has a conversation with you which leads you to think they are being harmed or their safety is at risk, you have a duty to pass the information on to protect the child. Please inform the Safeguarding Lead - Senior Vice Principal Angelina Idun or Cheryl Dobson Inclusion Administrator & Deputy CP Lead.

**Security of Pupils, Staff, Volunteers and Visitors**

All members of staff wear photo ID badges at all times. All visitors should report to reception on arrival and sign the visitors' book showing proof of ID if appropriate. All visitors will be issued with a badge which should be worn and visible at all times.

**Health and Safety Guide for Visitors**

While on site, you are legally responsible for taking reasonable care of your own health and safety and the safety of others affected by your activities. If you have any concerns regarding health and safety, please raise it with a member of staff or reception who can then pass this information on to the relevant person to address.

Evelyn Grace Academy is a no smoking site.

**Fire Evacuation Procedures**

If you have a medical condition that might restrict your ability to exit the building in an emergency, please inform reception on arrival.

All visitors must sign in on arrival at reception and sign out when they leave.

Please read the fire regulations notice displayed in various areas of the Academy.

In the event of a fire, the alarm will sound; please proceed to the assembly point with your host via the nearest fire exit.

You will be advised when re-entry is permissible.

**First Aid Procedures**

Details of the Academy's First Aiders are displayed around the Academy. In the event of injury or illness please contact reception where first aid will be arranged. All accidents must be reported to the Operations Director Sally Plumb.