



Ark Evelyn Grace Academy

VISITOR HANDBOOK

2018/19

'Clever and kinder'

MISSION, VISION AND VALUES

We intend for Ark Evelyn Grace academy to be the **school of choice** in the local community, whose reputation is centred on **great teaching, exemplary behaviour and unrivalled opportunities beyond the classroom.**

Our commitment is that we will work tirelessly in teaching, guiding and supporting all our students, so that they may go on to secure a place at a good university and ultimately compete for the very best positions in their chosen career.

The values that underpin and permeate our academy are:

- Self - Discipline
- Endeavour
- Excellence

Excellence is only achievable through **self-discipline** and **endeavour**, and these things combined enable each student to **SEE** the light illuminating their futures.

At Evelyn Grace Academy, we believe that there is no substitute for **hard work** and this, above all else, will help our students understand and achieve excellence. Both teachers and students at Evelyn Grace never believe they have 'arrived' and are always seeking to improve and advance. As a member of our **community of learners**, our students are given regular and precise feedback so that they can develop and progress. We will help each student gain a firm knowledge and understanding so that the passion for their subjects grows and matches that of their teachers.

We are also driven to stretch and challenge all our students to become better people so that they can make a positive contribution to the academy and wider community. We want our students to leave this academy, having become both **cleverer and kinder** people. To achieve this, we give them a consistent diet of great teaching, along with a broad range of opportunities for leadership, responsibility and personal development both in and out of the classroom.

We believe Ark Evelyn Grace is not just a place of learning; it is an intellectual journey of self-discovery and advancement.

The journey towards that future starts here.

SAFEGUARDING

We hope you have an enjoyable visit. Our main propriety 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.

Camera/taking photographs are not permitted within the Academy unless prior approval has been sought.

No child should suffer harm of any form, either at home, in the community or at school. Everyone who works or visits our Academy has the responsibility to make sure that all our pupils are safe.

If you are worried about the safety of any young person in our Academy, you must report this to the Designated Senior person in the school who will act in the best interests of the pupil.

Contacts

Designated Safeguarding Lead:

Mr Shah-Noor Ashraf (Assistant Principal)

Deputy Designated Safeguarding Leads/ Directors of Learning:

Mr Norris Morrissey (Head of KS4 & DOL for Year 11),

Mr Erron Beckford (DOL for Year 10),

Mr John King (DOL for 9),

Ms Maina Bragahi (DOL for Year 8)

Ms Laing (Head of KS3 & DOL for Year 7)

Safeguarding Link Governor:

Ms Maureen Sheridan

SAFEGUARDING CONTINUED

What should I do if I am worried about a pupil?

If whilst working with a pupil you become about:

- Comments made by a pupil
- Marks or bruising on a pupil
- Changes in the pupil's behaviour or demeanour

Please report these concerns to one of the named Designated Senior Persons (DSPs). The office will assist you within finding and liaising with one of the DSPs immediately or you may use one of the Child Protection Concern Forms from the main office.

SECURITY OF PUPILS, STAFF, VOLUNTEERS AND VISITORS

All visitors should report to reception upon arrival and sign in using the Entry Sign screen. Where appropriate you may be asked to provide photo ID. All visitors will be issued with a badge that should be worn and visible at all times.

HEALTH AND SAFETY 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 will then pass this information on to the relevant person to address.

Please note that Evelyn Grace is a no smoking site, this includes e-cigarettes.

FIRE EVACUATION

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 regulation notices 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

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 Manager Russell Dunscombe.

