

Safeguarding And Safety For Visitors

Safeguarding and Safety Information for Visitors

If you need to visit the school during the day you must park in the school carpark.

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

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 John Flamsteed Community School.

If you have any questions after reading this, please do not hesitate to ask a member of staff to help you. Staff can be identified easily as they all wear badges. Please wear your visitor's badge at all times when on site. Please return the badge and sign out when leaving.

Security

All visitors, supply staff, student teachers and contractors coming into the school must report to Reception (main building).

As a visitor you will be asked to sign in and be issued with a badge which must be worn prominently so that staff and students can see you are a visitor. Depending on the circumstances you may also be asked to show any identification and your DBS certificate.

If you are a regular visitor to the school you will need to sign in on each occasion. When you leave the site please ensure that you sign out and return your badge.

Fire and Evacuation

Your host will explain and guide you through any emergency procedures. If you are in school for the day please ensure you read the evacuation notice in the room you are in. If the alarm sounds for any reason follow the instructions. If you evacuate, the assembly point is clearly on the Tennis Courts. If you have students with you please ensure they leave quickly and calmly with you.

First Aid

We have several first aid staff, please alert a member of staff if you feel unwell and they will call for assistance for you. Alternatively, please go to the school office.

Health and 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 and health and safety guidelines that may apply.

Smoking

John Flamsteed Community School is a non- smoking school – this includes e-cigarettes

Please **do not smoke anywhere on the school site**

Parking on the School Site

Walking to school will be the normal expectation and positively promoted from the outset for the whole school community. Encouraging walking also increases awareness of the local environment, independence and social opportunities. Some students may need to be brought by car. There is no access to the school site from 8.10am to parents' cars unless with a permit. If you need to visit the school during the day you must park in the designated visitor's spaces. Please adhere to all the traffic signs on site.

Photographs

Before taking any photographs on site, permission must be sought from either the School Manager or the Site Manager.

Safeguarding

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 –

- If you have any concerns that a student may be at risk of harm report it immediately to the Senior Designated Person for child protection who can be contacted via the main office. Do not discuss your concerns with the student and do not carry out an investigation.
- Do not initiate verbal or physical contact with students unless it is appropriate and part of the agreed reason for your visit.
- Do not give any personal information to students such as your mobile number, personal email or address.
- Do not engage in any communication with students using social networking sites

Visiting Speakers at John Flamsteed Community School– protocol

We ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the school's values and ethos. We must be aware that in some instances the work of external agencies may not be directly connected with the rest of the school curriculum so we need to ensure that this work is of benefit to our students.

All external agencies and speakers must read the visiting speakers agreement –

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to students support fundamental British Values and our school values.
- Any messages communicated to students are consistent with the ethos of the school and do not marginalise any communities, groups or individuals.
- Any messages communicated to students do not seek to glorify criminal activity or violent extremism or seek to radicalise students through extreme or narrow views of faith, religion or culture or other ideologies.
- Activities are properly embedded in the curriculum and are clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are matched to the needs of students.

We recognise, however, that the ethos of our school is to encourage students to understand opposing views and ideologies, appropriate to their age, understanding and abilities, and to be able to actively engage with them in informed debate, and we may use external agencies or speakers to facilitate or support this. By delivering a broad and balanced curriculum, augmented by the use of external sources where appropriate, we will strive to ensure our students recognise risk and build resilience to manage risk themselves where appropriate to their age and ability but also to help students develop critical thinking skills needed to engage in informed debate.

Further details about all this information can be found on the school website in the policies area: <http://www.jfcs.org.uk/index.php/Parents/Complaints,-Governance-and-Policies>

Thank you for helping to keep John Flamsteed Community School safe

John Flamsteed Community School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. We are also committed to the equality of opportunity for all.