

Information for Visitors, First Aid, Arrival & Departure

All visitors MUST report to reception on arrival. You MUST sign in and will be issued with a Visitors ID badge.

If you do not have clearance arranged prior to arrival which is in the form of vetting checks, you **MUST** be always accompanied by a member of staff and will be issued with a red lanyard.

When you leave you MUST sign out and return your Visitors ID badge to reception.

Fire & Emergency Evacuation

The evacuation map is shown on the wall in each room. Please make yourself aware of the nearest fire exits whenever you are in the building. **If the fire alarm sounds, please leave the building immediately by the nearest fire exit.**

DO NOT use lifts in an emergency. Assemble on the playground and report to the receptionist who will complete a roll call. **DO NOT re-enter the building until instructed to do so.**

Toilets

Toilets are located adjacent to reception. Under no circumstances may student toilets be used.

First Aid

First Aid is available in the event of an accident or emergency. Please advise a member of reception staff immediately who will assist you in reaching the First Aider. All accidents and near misses **MUST** be reported and will be recorded to mitigate future risks.

Smoking & E-Cigarettes

Scalby School is a smoke-free site, including E-Cigarettes.

Smoking is not permitted anywhere on the school site.

Access & Security

Unauthorised access to classrooms, offices, or storage areas are strictly prohibited. For some areas of the school, you **MUST** be always escorted by a member of staff.

Traffic Management

Please ensure that you have parked your vehicle in the school carpark without blocking emergency access routes, access to buildings or other vehicles. If the car park is full, please park responsibly & legally on the road outside.

Reporting Issues & Concerns

Safeguarding Issues are:

- Students behaving in an unsafe way.
- Students engaging in activities likely to cause them either immediate or long- term harm.
- Students roughly handled by any adults
Report immediately to
- Mrs T Bielby - Designated Senior Lead
- Mr C Robertson - Headteacher
- Mrs S Lewins – Business & HR Manager

If you have concerns about an area of the site that you think is unsafe, or notice damaged or missing safety equipment e.g., fire extinguishers, please report it immediate to reception who will inform the Site Management Team.

If you are a visitor, you have a legal duty to:

- Take reasonable care for your own health and safety.
- Take reasonable care for the health and safety of others
- Comply with any reasonable instructions, policies and procedures given by the organisation

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