

Visitor Arrival Information

On arrival, please ensure that you sign in at reception and collect a visitor's badge. It is imperative that you wear the badge at all times during your visit to our school, and that it is visible.

Doors are operated with a fob, which will be issued to you on arrival if appropriate.

Please also ensure that you sign out when exiting the school site and hand the visitor's badge back to reception.

Fire and Evacuation Procedures

The Fire alarm is a continuously ringing bell; should it be necessary to evacuate the building, the evacuation procedure is prominently displayed in all rooms.

In the event of a fire please follow instructions from a member of staff and report to the Assembly Point.

Do not take unnecessary risks and do not return to the building for any reason until authorised to do so.

In the event of a fire, all doors are released.

Incidents and Accidents

In the event of an incident, accident or you feel unwell, contact reception.

You must also report to reception any incidents, accidents or near misses which occur on the school site whether or not any school employees/children were involved.

Appropriate Behaviour

Staff and adults who visit the school are role models for students. We have a duty of care to promote and model positive values:

- behave appropriately and use suitable language that demonstrates that extremist, racist, sexist or homophobic language and attitudes are never acceptable
- avoid physical contact with a child
- never exchange personal contact details with a child or arrange to meet them outside of the school environment
- never use a personal camera, including mobile phone cameras and smart technology, to take photographs or recordings without prior permission being given.

Other General Information

Smoke Free policy – our school operates a no-smoking policy throughout the entire site.

Access to the internet – the school's wireless internet connection is secure. Internet access will usually only be available on school devices. The Headteacher will only grant authorisation if visitors need to access the school's WiFi in order to fulfil the purpose of their visit. In this instance, the visitor must comply with the acceptable use policy. Please ask the staff at reception for details.



The Altus School Information Leaflet

for visitors, agency and
external staff

Director and Headteacher

Emma Gundry

01452 643008

emma.gundry@altusschool.org.uk

Chair of Management Committee

Lyn Dance

lyn.dance@altusschool.org.uk

Designated Safeguarding Lead

Debbie Kirkham

07715 669138

debbie.kirkham@altusschool.org.uk

www.thealtusschool.org.uk

Welcome To Our School

As a visitor, you have a responsibility to care for your own and others' health and safety. Please take care of your valuables; the school cannot be held responsible for any personal effects.

If this is your first visit we hope you find this leaflet useful. If you have visited on other occasions, please take a few moments to read through for any updates.

At The Altus School we recognise and promote our responsibilities for safeguarding and health and safety in our community. It is of paramount importance that all who work or visit here understand how they can contribute to looking after one another.

This leaflet has been provided to make sure you understand what is expected of you. We would ask that you comply with 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 reception who will inform a senior member of staff.

Health & Safety Officer: Ms Emma Gundry,
Director and Headteacher

Health & Safety lead: Mrs Tracey Wallbank,
Operations Manager

Safeguarding

All children have a right to be safe, no matter who they are or what their circumstances are.

Keeping children safe is everyone's responsibility.

Our aim is to promote a culture of being a safe organisation for young people and the adults who work with them.

Everyone who works with our pupils unsupervised is required to read and sign our Safeguarding Pack for Temporary Staff and provide a DBS and photographic ID before entering the school.

Who Should I Talk to If I Have Concerns About A Young Person?

If you should hear, see or read anything which troubles you about a child, do not ignore it. Please discuss your concerns with a member of the Safeguarding team.

If your concern is about a staff member or volunteer, you should report this to the most senior person not implicated in the concern, so in most cases the Headteacher. However, if your concern is about the Headteacher, you should report this to the Chair of the Management Committee (governors).

The senior person will contact the Local Authority Designated Officer (LADO) for a discussion.

LADO: 01452 426994 (Nigel Hatton)

MASH: 01452 426565

Designated Safeguarding Lead:

Debbie Kirkham 07715 669138

Deputy Designated Safeguarding Leads:

Nicki Woolway 07720 089466

Rebecca Allen 01453 767353

Matt Brown 01452 767293

Fiona Clarke 01242 581519

Sophie Ellis-Smith 01452 643060

Ann Morris 01452 309510

Liz Rudge 01452 528955

Brad Simms 01452 643008

Safeguarding Lead Governor:

Philippa Dancey

philippa.dancey@altusschool.org.uk

The school has a Child Protection Policy and a copy is available from the school office.

Please ask a member of the Senior Leadership Team for school guidance regarding Safer Working Practice.

The Safer Recruitment Consortium have produced guidance entitled 'Safety Working Practice for Adults who work with Children & Young People in Education Settings' which can be found on the GSP website:

www.gloucestershire.gov.uk/gscp

