



## The Oaks Secondary School Visitors Safety and Security Information

We are committed to the safety and well-being of all pupils, staff and visitors. This information is intended to make your visit to The Oaks School a safe one and we request that you note this information and comply with the instructions as per the Health and Safety at Work Act 1974

- Please present your photo ID (and any other documentation previously agreed between school and the Local Authority or your Partnership/Agency) when requested by our office staff.
- Wear your photo ID and visitors badge at all times whilst on school premises or accompanying pupils during off site visits
- Complete the visitors book, including your vehicle registration number. Please remember to sign out of the building at the end of your visit.
- Please note that the bays by the main entrance must be kept clear. Our office staff will be pleased to advise you about safe places to park. Vehicles are parked at owners' own risk, if you need to park in undesignated spots e.g. to have easy access to tools/equipment, please get approval from the premises manager. The speed limit on site is 5mph and must be adhered to at all times.
- Under no circumstances allow anyone into the building with your key or door pass. Anyone with authority to enter the building will have their own key/card. If they do not, they should not be trying to get in.
- Please stay in the areas necessary for your visit. Accessible toilets are available to visitors on request. Please inform a member of the office staff if you require any special facilities.
- Please note that no hot drinks are to be consumed in pupil areas.
- The fire alarm is tested on Fridays at 7am. If you hear the alarm at any other time please leave by the nearest exit, quickly and calmly. Please follow school staff and report to the fire assembly point ( large green signage) so that you can be accounted for. If you are working with pupils lead them to safety and inform a member of staff so that they can be included in the roll call. Do not stop to collect documents or personal possessions and do not re enter the building until instructed to do so.
- Smoking is prohibited on the school premises and within visibility of the school boundaries.
- We cannot take responsibility for personal belongings brought onto the premises, please do not leave tools or equipment unattended at any time.
- Whilst on site use mobile phones only in connection with your business when approved to do so. Do not take any images of pupils unless by prior arrangement. Please disable your mobile phone bluetooth capability
- A safeguarding leaflet is available at reception, if you have any concerns of a safeguarding nature please refer to the leaflet or contact reception to speak to an available designated person. The safeguarding appointed person is Mrs Crawford.
- Please be aware that some of our pupils exhibit challenging behaviour and you may observe pupils in crisis, if this occurs, please do not interact with student unless asked to do so.
- Where your role requires that you interact with pupils in your professional capacity please report any incidents, concerns, observations or disclosures to a senior member of staff as soon as possible. Office staff will provide advice on how to make this contact.

*We very much hope you enjoy your visit to The Oaks School*



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