



The Swallowtail Federation of Church Schools

Health, Safety and Safeguarding Advice for Visitors to Sutton School

Our aim is to provide a safe and secure environment for our pupils, staff and visitors.

We are committed to safeguarding and meeting the needs of our pupils and we hope this information will provide some useful advice and information for our visitors.

Security

All visitors should report to the office on arrival to sign in, showing proof of identity if requested. All visitors will be issued with a badge. Badges should be worn and be visible at all times during your visit. Please remember to sign out and return your badge at the end of your visit.

Contact with pupils

Maintain a professional approach to pupils at all times. Avoid being alone with any pupil. If you are working on your own with a pupil always make sure the door is left open so that you can be visible to others.

Fire Precautions

In the event of the fire alarm sounding, all visitors must leave the building immediately using the nearest fire exit (clearly marked across the school). The assembly point is on the playground at Sutton and Hickling and on the field at Catfield.

Enhanced Disclosures

All staff and regular volunteers require a Disclosure and Barring Service Enhanced Certificate (DBS). If you do not have a DBS you are not allowed to work unsupervised with our pupils.

Facebook & other social networking

If you are a regular visitor in school you need to take extra care to ensure that you maintain appropriate contact on social networking sites. Communication should always be respectful and should never mention work carried out in school on any occasion.

Non Smoking Site

In order to maintain a healthy and safe environment, smoking is not allowed within the school buildings and grounds, including inside vehicles parked in the car park.

First Aid

In the event of an accident, even if personal injury is not sustained, please contact a member of staff. First aiders are indicated on the notices throughout the school and all of our support staff are first aid trained.

If you have a medical condition that you would like us to be aware of, or in case of emergency, please indicate this to a member of staff on arrival.

Confidentiality

As a visitor to our schools you may be privy to information disclosed about pupils or staff. Under the Data Protection Act 1998 this privileged information should never be shared outside of school under any instance.

Photography

This is strictly prohibited unless requested by a member of staff, in which instance photos may only be taken using school equipment. Mobile phones with cameras must not be taken into teaching areas and you may be asked to hand yours in at the school office.

Car Park

The car park should only be used by staff and visitors to the school. It should not be used by parents, unless they have prior permission from the Headteacher.