



School Visitor Guidance

Safety Information for Visitors

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 Sir Thomas Fremantle. If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.

Security

All visitors and contractors coming in to the school must report to Reception.

No mobile phones

Please sign in with Reception and await collection by your host. Please use the visitor lanyard provided and make sure your ID is clearly visible to staff and students.

If you are working unsupervised with students, the school receptionist will ask you to produce your DBS certificate or details thereof, together with proof of identification, ie Passport, driving licence or relevant Children Services identification. Without this you may not be granted access.

You must sign in on each occasion you visit the school.

Please sign out at the end of your visit and return the lanyard and holder.

Photographs

Visitors are prohibited from taking photographs whilst on the school site.

Fire & Evacuation

Your host will explain what to do in the case of emergencies and fire alarms.

The alarm is a continuous bell. You must leave the building by the nearest exit.

Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the administration staff.

The assembly point is the Tennis court near to the rear of the building.

Do not take any personal risks.

You must not re-enter the building until told it is safe to do so.

First Aid

If you need first aid or feel unwell please inform your host and they will inform school Nurse or a qualified first aider

Smoking

Sir Thomas Fremantle school operates a no smoking policy. Please do not smoke anywhere on the school site.

Safeguarding Guidance for Visitors to the School

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:

Do not initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit.

Do not give any personal information to students, such as your mobile number or address. Do not provide students with your personal email address, and only provide your professional work email if it is necessary as part of the reason for your visit.

Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites.

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 (Leah Martindale) who can be contacted via the main school office. Do not discuss your concerns with the student, and do not carry out an investigation.

If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the designated senior person for child protection (Leah Martindale) of your concerns immediately.

For further guidance, the school's child protection policy can be found on the school website under the 'policies' tab or ask for a copy from reception.

Thank you for helping to keep Sir Thomas Fremantle School safe

