

Woodbridge High School Visitor Agreement

The School ID pass is issued to you as a School visitor on the following conditions:

- Your School ID pass should be collected when you sign in on arrival and handed back in when you sign out on departure. This must be displayed at all times whilst you are on site.
- Your safety and well-being on site is important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others.
- The School cannot be held responsible for any loss or damage to vehicles and/or personal possessions whilst using or visiting the premises.
- The School is committed to safeguarding and promoting the welfare of children and young people and, as such, expects all visitors to share this commitment. If you have any concerns that a child has been harmed or is at risk of harm, please contact the School reception as quickly as possible, and ask to speak to a member of staff with responsibility for child protection. Our Co-Designated Safeguarding Leads are Mr Faheem Khan and Caroline Moore and our Child Protection Officer is Lauren Neville.
- The School has a team of qualified first aiders on site. If the services of a first aider is required, please ask at School reception or contact the Site Services Team for assistance.
- Please read the 'Emergency Evacuation Procedures for Visitors' in the Reception area very carefully.
- If you discover a fire, please raise the alarm at the nearest fire point to an exit route (breaking glass). Evacuate (with pupils if applicable) to:
 - Mallards/Sports Hall/Business Centre Staff/Fitness Block/Roding Arts Centre: Go to the sports court adjacent to the business centre.
 - Wynndale/Food Technology and Health & Social Care Staff: Evacuate to the rear Wynndale playground.
- Woodbridge High School is designated a 'no smoking' workplace. Therefore, smoking is prohibited anywhere on the School premises, including outdoor areas.



Woodbridge High School

Information for Visitors

Safeguarding Health and Safety/Security Fire Evacuation

The School is a non-smoking site

If you need assistance, please go to the School Reception (Mallards Building) or dial the appropriate contact number below.

The speed limit on the School site is 5mph. Drivers are prohibited from moving their vehicles between 3.00pm to 3.25 pm.

Emergency Contact Telephone Numbers:

-Main School Switchboard: 020-8504-9618

-Premises and Facilities Team: ext 587

Safeguarding

Safeguarding is everyone's business: it's up to all of us to keep children safe.

A key priority for Woodbridge High School is that all adults who work with our students take account of safeguarding and promote the welfare of children and young people. Our aim is to promote a culture of being a safe organisation for young people and the adults who work with them. This is enabled by:

- Ensuring Disclosure Barring Service (DBS) checks are carried out on all who spend any time moving around the site unescorted and who regularly deal directly with students or have access to their personal information.
- Developing recruitment practice in line with guidance on safer recruitment practices.
- Ensuring that our hirers are subject to current safeguarding practices.
- Working to promote a safe culture where there is a common understanding of risk management and judgement in relation to safeguarding.
- Ensuring allegations are dealt with quickly, fairly and with transparency, and staff operate safe practice that does not leave them open to misunderstanding or malicious allegations.
- Giving staff guidance and training to enable them to recognise concerns about children and take responsibility for acting quickly on those concerns.
- Communicating child protection procedures to all staff, parents and visitors.
- Ensuring that every member of the School's staff has copies of all the key School policies relating to safeguarding and abides by them.

We ask that should you hear, see or read anything which troubles you about a child, do not ignore it, but report your concerns immediately to one of the three Child Protection Designated Officers for Woodbridge High School:

Mr F. Khan Co-DSL (ext. 571)

Ms C. Moore Co-DDSL (ext.567)

Ms L. Neville CPO (ext. 572)

Health and Safety/Security

Health and Safety is of the utmost importance for all students and adults who work in or who visit Woodbridge High School.

It is School policy to ensure that every reasonable step be taken to prevent injury and ill health to personnel by protecting individuals from hazards at work. This includes students, staff and visitors to the School, whether it is with respect to their work or other activities.

This is enabled by:

- Assessing and controlling risk as part of the day-to-day management of School activities.
- Providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently.
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the School and during out of School activities.
- Carrying out periodic reviews of the safety policy as School activities and the associated risks change.

We require 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.

The School is a most secure site for staff, students and visitors. We regularly review our security procedures, recognising our responsibilities to all who use the facilities.

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 one of the following members of staff with site responsibility:

Mr Frank Gordon-School Business Manager (ext. 563)

Premises and Facilities Team (ext. 587)

Car Parking

We have limited parking available. Visitors who drive to the School are able to park, subject to availability, in one of the spaces in the car park at the front of the main building (Mallards).

Signing in

All visitors must report to reception as soon as they arrive at the School, sign the visitors' register and collect a visitors' pass. The pass must be worn at all times on the School site and returned when signing out prior to leaving the School.

Emergency Evacuation Procedure (please refer to the full Visitors' Procedures which is a yellow booklet in the School Reception area)

The Fire Alarm is signalled by the continuous ringing of the fire alarm bells.

If you discover a fire, press the nearest fire alarm button and tell a member of staff. The member of staff must advise reception of the site of the fire. The member of staff should assume the safety of students as a priority and, only if practical, attempt to extinguish the fire using an appropriate fire extinguisher.

The reception visitors' fire assembly point is:

Front Car Park (Mallards Building)

No-one may re-enter the building(s) once the alarm sounds until the all-clear is given.

Lockdown Procedure

This is activated on the sounding of five rings from the school bell and finishes on the sounding of three rings. Please follow the instructions of staff.