

On arrival at reception you will be issued with this pamphlet.

By signing in you are acknowledging that you have read the information included.

Security

All visitors and contractors coming into the school must report to Reception. As a visitor you will be asked to sign in and be issued

Health and Safety

Visiting contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site and you must wear visitor identification.

As a visitor, it is essential that you follow any health and safety guidelines that apply. By doing so you will assist in meeting the requirements of the Health and Safety at Work Act.

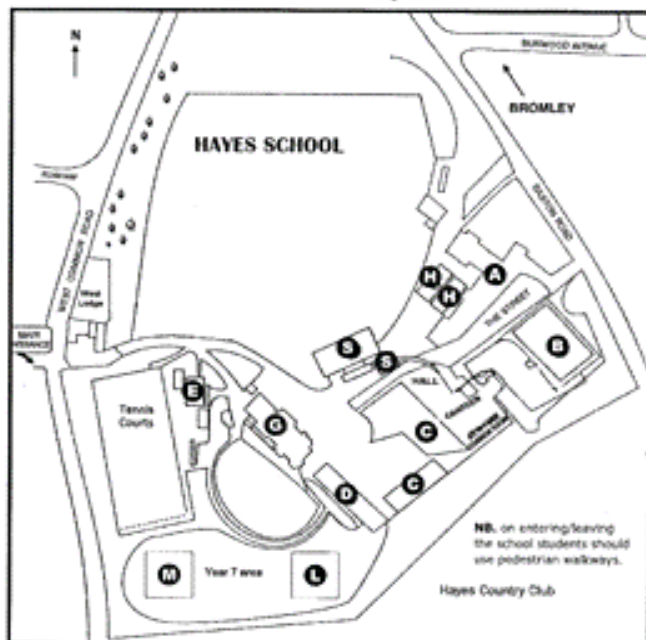
All contractors should report to the Facilities Manager or a

Fire and Evacuation

All rooms across the school have a copy of the fire and evacuation procedures to be followed in the event of a fire alarm. If the alarm sounds, please leave the building by the nearest exit. Remain with your host and they will escort you to the assembly point (basketball courts at bottom of main field) and ensure that you are recorded present.

First Aid

If you need first aid or feel unwell, please contact a member of main Reception (ext. 221 or 233). The



A Mathematics Pastoral - Years 10-13 Science	D Geography Government & Politics History Modern Languages Pastoral - Years 7-9 Religious Education Sixth Form Study Centre	H Maths Sixth Form Study
B Art and Design Design Technology Information Technology	E Dance	L English
C Business Studies Drama Information Technology Music Psychology Sociology	G Administration Business Studies Headteacher	M Library Media Arts PE Student Support Speech & Language Transition
		S Multi Purpose Hall Sports Hall

Safeguarding guidance for visitors to the school

Safeguarding the responsibility of everyone at Hayes School, including visitors and external agencies. You can play a part in keeping students safe whilst working at, or visiting the school by observing the following guidelines:

- If you have any concerns that a student may be at risk of harm, report it immediately to one of the school's nominated Child Protection and Safeguarding Officers; Mrs Arney, Mrs Bradley, Mr Loomes, Mr Steel, Mr Allred, Mrs Parish, Ms Horsler or any member of SLT, who can be contacted via main office. Do not discuss your concerns with the student and do not carry out the investigation.
- If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform one of the nominated Child Protection and Safeguarding Officers of your concerns **immediately**.
- Do not initiate verbal or physical contact with students unless it is appropriate and part of the agreed reason for your visit to the school
- Do not give any personal information to students, such as your mobile phone 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.
- All visiting speakers to the school will be asked to sign an agreement prior to/at the commencement of their visit.
- Do not take any photographs of staff or students without checking that permission has been given beforehand.

For further details, the school's Safeguarding and Child Protection Policy can be found on the school website:

<http://www.hayes.bromley.sch.uk>