

Lockdown Procedure

- Head straight to the reprographics area. This is located by the drama studio. Please check if you are unsure of its location prior to leaving the main office when signing in.
- Please remain in the locked reprographics area until you are informed that it is safe to leave.

The alarm for lockdown is the change of lesson bell that sounds repeatedly for over thirty seconds.

Contractor queries - please call the caretaking team on:
07753 224 588 / 07719 246 740



Visitor Information



Colin Ellis

Jane Cooper

Gill Roberts

David Goodchild

Safeguarding Leaders

Information for Visitors and Contractors

Our priority is the safeguarding of young people. The welfare of our students and that of vulnerable adults is our greatest concern.

Safeguarding Young People and Vulnerable Adults



To support us in safeguarding our young people and vulnerable adults, please:

- Sign in and out at reception.
- Ensure that your visitors pass is visible at all times.
 - Be mindful of your own behaviours in relation to our students.
 - Act promptly if you observe or are approached by a student in distress.
- Be aware that photographs and recordings are not permitted.

IF YOU HAVE ANY CONCERNS

contact the Safeguarding Leaders directly
or via the school office.



Emergency Evacuation Procedure

- Walk via your nearest exit route out of the building away from the fire, closing doors as you leave - **do not use the lift.**
 - If you are physically unable to leave via the stairs please wait in one of the designated safe areas located about the building and wait for assistance.
- Assemble on the red walkway at the front of the school.
 - Do not re-enter the building until you are directed that it is safe to do so.

In the event of a fire alarm,
the alarm bell will sound continuously
and visual alarms will flash.



Call the school office on: 01352 750755

Vehicular access to the rear of school site
is prohibited between 11am and 1.20pm.