

Welcome to The Thomas Alleyne Academy

It is the responsibility of everybody (including visitors) to keep children safe. If you are worried about the safety of any young person in our school, you must report this to one of the contacts on the back of this leaflet.

We hope that you enjoy your visit and we thank you for your cooperation.

Security

All visitors must report to reception where they will sign in and be issued a visitor's badge.
All visitors must wear their visitor badge at all times.

Visitor Badges

Visitors without a visitor badge or a lanyard will be challenged.

Visitors without DBS checks should be accompanied by a member of staff at all times.

Lanyards

YELLOW TAA Governor DBS checked

BLACK TAA Staff and Sixth Form

GREEN Estates contractors



Child Protection Advice

As a school we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children at Thomas Alleyne Academy.

What should I do if I am worried about a child? If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising a child
- Changes in the child's behaviour or demeanour

Please report these concerns to the designated child protection officers as soon as possible.

Please see the back of this leaflet for a list of our designated contacts.

If your concern is about a member of staff or volunteer you should report this to the Head teacher. If your concern is about the Head teacher, you should report this to the Chair of Governors via Kate Prince (x105)

Copies of school policies and procedures are available on the school website or from the school office.

Evacuation

The **fire alarm** is a continuous ring. If the fire alarm sounds, leave the building by the nearest exit and proceed to the assembly point. The assembly point is :

The school field

DO NOT LEAVE SITE AND DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO.

The **lockdown signal** is an intermittent ring. Go indoors to the nearest room, lock the door and close windows and blinds.

Staff will have more information about the lockdown incident via their mobile and email messages

Smoking

Smoking is not permitted anywhere on the site

Mobile Phones

- Mobile phones are not to be used in the presence of children.
- If you need to use your phone for an emergency please speak to a member of staff
- If a visitor, parent or carer is seen using their mobile phone, they will be asked politely to turn it off and remove it from children's view.



Site Safety

Risk assessments are carried out regularly and communicated to pupils and staff. All accidents are recorded with evidence of action taken and impact of action. If you identify H&S issue on site speak to a member of staff.

Your safety and well-being during your visit is important to us. As a visitor you have a legal duty to care for the Health & Safety of yourself and others.

First Aid

If you require first aid or you feel unwell then please contact the reception x100 who will fetch one of our registered first aiders to assist you.

Accidents

Any incidences of illness, injury or accident must be reported to the school office.

The school has a Child Protection and Safeguarding Policy. Copies are available on our school website.

In line with this, regardless of the source of harm, you **MUST** report your concern to a Designated Senior Person (DSP).

Lead DSP



Devon Woolley (x107)
Assistant Head

Other DSP



Mark Lewis (x113)
Head teacher



Klaas Luchies (x172)
Assistant Head



Melanie Cook (x120)
Deputy Head



Katie Bailey (x148)
Assistant Head



Simon Backhouse
SENDCO

THE THOMAS ALLEYNE ACADEMY

Safeguarding Children Quick Reference for Visitors

This leaflet has been given to you to help you to understand what is expected of you while visiting our academy.



The Thomas Alleyne Academy
High Street
Stevenage
SG1 3BE
Tel: 01438 344344