

Safeguarding and Safety Information for Visitors

Marine Academy Plymouth



Introduction

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 Marine Academy Plymouth.

If you have any questions after reading this, please do not hesitate to ask a member of staff to help you. Staff can be identified easily as they all wear badges. Please wear your visitor's badge at all times when on site. Please return the badge and sign out when leaving.

Security

All visitors, supply staff, student teachers and contractors coming into the school must report to Reception (main building).

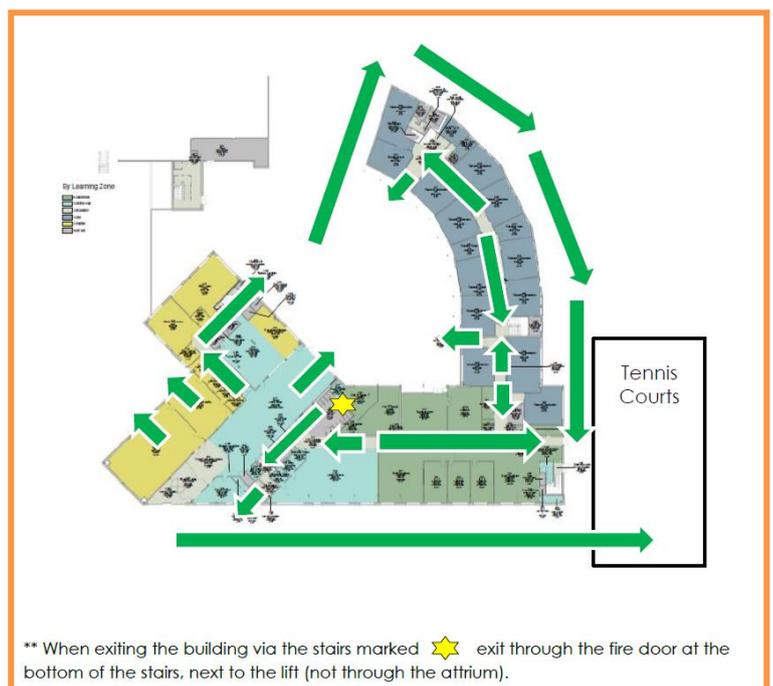
As a visitor you will be asked to sign in and be issued with a badge which must be worn prominently so that staff and pupils can see you are a visitor. Depending on the circumstances you may also be asked to show any identification and your DBS certificate. On the back of your visitor badge there is also additional information about your visit to our school.

If you are a regular visitor to the school you will need to sign in on each occasion. When you leave the site please ensure that you sign out and return your badge.

Fire and Evacuation

If you have a host they will explain and guide you through any emergency procedures.

If the alarm sounds for any reason please leave the building via the nearest exit. In an evacuation, the assembly point is on the tennis courts in front of the primary school, as identified in the map. If you have pupils with you please ensure they leave quickly and calmly with you. If at any point you are unsure where your nearest exit is please speak to any member of staff who will assist you.



First Aid

We have several first aid staff, please alert a member of staff if you feel unwell and they will call for assistance for you. Alternatively please go to reception.

Health and Safety

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site.

As a visitor to our school it is essential that you follow any health and safety guidelines that may apply.

Smoking

Marine Academy Plymouth is a non-smoking school; this includes e-cigarettes. Please **do not smoke anywhere** on the school site.

Photographs

Before taking any photographs on site' permission must be sought from a member of the Senior Leadership Team.

Safeguarding

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 pupils safe whilst working at or visiting the academy by observing the following guidelines –

- If you have any concerns that a student may be at risk of harm report it immediately to a member of the senior leadership team. Do not discuss your concerns with the student and do not carry out an investigation.
- The safeguarding lead is **MATT BINDON, ASSISTANT VICE PRINCIPAL** (Ext 3987).
- Do not initiate verbal or physical contact with pupils unless it is appropriate and part of the agreed reason for your visit.
- Do not give any personal information to pupils such as your mobile number, personal email or address.
- Do not engage in any communication with pupils using social networking sites

Marine Academy Plymouth is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. We are also committed to the equality of opportunity for all.

Further details about all this information can be found on the school website in the policies area.

Thank you for helping to keep Marine Academy Plymouth safe

