



July 2022

Welcome to the Greensand Federation
We hope you feel comfortable and safe whilst you are here
Please sign in and wear the school visitor badge at all times

The adult and disabled toilets are located just off the main entrance and you are welcome in the staffroom where there are free refreshments available at all times (please help yourself).

Safeguarding: The school's Safeguarding Officers are Miss Karen Hayward (Executive Principal), Mr Andrew Rutter (Vice Principal) and Mrs Julie Devereux (Behaviour & Attendance Manager). If you have any concerns regarding the safety of any student, then please speak to one of the school's Safeguarding Officers.

Data Protection: The school has strict guidelines in relation to protecting children/young people and staff personal data. At no time should any information relating to children/young people or staff be removed from school. Any breaches to these procedures will be reported to the appropriate authority and your visiting rights will be revoked.

Confidentiality: Visitors in school are bound by the same code of confidentiality as staff. Anything that is heard or seen by a visitor must be treated in the strictest confidence and discussed only with the Executive Principal, Head of School, or a senior member of staff.

Policies: Copies of our Anti-Bullying, Safeguarding and Equality, Diversity & Inclusion policies are available in the staffroom. If you are concerned about any such incident or a student expresses concern please speak to the Executive Principal, Head of School or a senior member of staff.

Mobile Phones: Mobile phones should be on silent whilst helping in school and should be put in a safe place during your time in school. At no time should mobile phones be used to take photos of the students including your own child and they are only to be used in the school office and staffroom.

First Aid: Please do not administer First Aid to students whilst you are visiting school. A number of staff hold certificates for paediatric first aid and first aid at work. Please talk to the class teacher in the first instance if a child has a bump, etc.

Health and Safety: The Health and Safety policy is available in the staffroom. If you have an accident or a near miss in school, please ensure that this is entered in the accident book in the office. Please report any health and safety concerns to the school office.

Expectations:

- Be an outstanding role model for all students.
- Work under the professional direction of staff, following school policies.
- Report any issues of concern to teachers (and not directly intervene).
- Allow the teachers to deal with discipline issues that arise.
- Speak in a kind and friendly way to all students.
- Establish and maintain a rapport with students based on mutual respect.

Fire Evacuation: In the case of the Fire Alarm sounding, you must leave the building via the nearest fire exit. Please make your way to the old tennis courts near the playing field, register with a member of office staff and follow their instructions. Please do not enter the building until you are told you may do so by a member of school staff.

Have a good day and we look forward to welcoming you back to the Greensand Federation in the near future.