

Welcome to our school

Please take a few moments to read this leaflet.

We hope that your visit is a comfortable and enjoyable experience. We recognise and promote our responsibilities for safeguarding and health and safety. We hope this leaflet will provide you with some useful advice when visiting our school for the first time.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask a senior leader if you are unclear about anything.

Senior Leadership Team

Headteacher – Miss Alexandra Borrill

Deputy Headteacher – Mr Jason Thomas

SENDCo – Mrs Rebecca Jennings

F2 Lead – Mrs Louise Gleave

Visitor Arrival Information

On arrival, please ensure that you are signed in at reception and collect a visitor's sticker. It is imperative that you wear the badge at all times during your visit to our school and it is visible. If you are undertaking any maintenance, read and sign the asbestos register.

If necessary, present your DBS to the office staff.

Safeguarding

At our school, we consider the safeguarding of our children to be of paramount importance. Therefore, everyone on our site must be responsible for safeguarding and protecting children, and aware of our procedures.

If you have a safeguarding or child protection concern about a child, discuss your concerns with, DSLs and DDSLs: Alexandra Borrill, Rebecca Jennings, Jason Thomas or Louise Gleave.

Dealing with a Disclosure

If a child discloses that he or she has been abused in some way, you should follow this guidance.

- Listen to what is being said.
- Only ask questions when necessary to clarify.
- Accept what is being said.
- Allow the child to talk freely – do not put words in the child's mouth.
- Reassure the child that what has happened is not his or her fault.
- Do not make promises that you may not be able to keep.
- Do not promise confidentiality.
- Stress that it was the right thing to tell.
- **Inform the DSL immediately.**

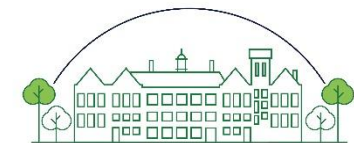
Appropriate Behaviour

As a visitor please remember we expect you to:

- Behave appropriately and use suitable language.
- Avoid physical contact with a child.
- Never exchange personal contact details with a child or arrange to meet them outside of the school environment or on social media/games
- Mobile phones should not be used in the building (unless in the staff room).

Fire and Evacuation Procedures

Local instructions for raising the alarm, summoning the Fire Service and evacuating the premises are posted throughout the school and must be complied with. The fire assembly point is the far end of the playground, away from the school. You are not permitted to re-enter the building unless instructed to.



WOODCHURCH ROAD
ACADEMY

In the event of an incident or accident contact the main reception or contact the emergency services directly on 999. If injured obtain the assistance of a first aider, via the main reception.

You must also report any incidents, accidents or near misses which occur on the school site whether or not any school employees/children were involved. These must be reported to the main reception.

Other General Information

Smoke Free policy – our school operates a no smoking policy throughout the entire site.

Visitor toilets – these are located in the disabled toilets next to the office and on the top floor, as well as next to the staff room. Please ask the staff at reception for directions.

Access to the internet – all users must comply with the acceptable use policy. Please ask the staff at reception for details.

Induction – ensure that you have signed that you have read the induction documents (where appropriate).

CCTV – there are a number of CCTV cameras around the school for the safety of visitors, staff and pupils.

Asbestos register – please read and sign the asbestos register (where appropriate).

Direct access to local safeguarding agencies for concerns about a child's welfare:

If you are concerned about a child's welfare and in the unusual circumstances, you cannot raise this with a senior leader:

Wirral Integrated Front Door Team:

Monday to Friday: 9am to 5pm 0151 606 2008

Outside these hours: 0151 677 6557

Email: IFD@wirral.gov.uk

Visitor Information Leaflet

