

Emergency Evacuation Procedure

The Fire Alarm is signalled by the continuous ringing of the fire alarm bells.

If you discover a fire, press the nearest fire alarm button and tell a member of staff. The school will be evacuated and you must evacuate too.

The visitors' fire assembly point is:
THE SCHOOL FIELD

No-one may re-enter the building(s) once the alarm sounds until the all-clear is given.

Lockdown Procedure

ALARM — six long rings of the bell

The emergency lockdown is used when it is necessary to restrict movement around the school site.

On hearing the alarm — six long rings of the bell — visitors and contractors should proceed to the nearest office or teacher supervised classroom as quickly as possible. School staff will check their e-mail for further information and instructions.

Visitors are politely requested to refrain from using any mobile or internet device during a lockdown until told by a member of staff that it is permissible to do so.

When it is safe to do so, the 'all clear' signal will be sounded. This will be three rings of the bell. An e-mail will then be sent to staff with further instructions.

Woodford County High School Visitor Agreement

The School ID pass is issued to you as a School visitor on the following conditions:

- Your School ID pass should be collected when you sign in on arrival and handed back in when you sign out on departure. This must be displayed at all times whilst you are on site
- Your safety and well-being on site is important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others
- The School cannot be held responsible for any loss or damage to vehicles and/or personal possessions whilst using or visiting the premises
- The School is committed to safeguarding and promoting the welfare of children and young people and, as such, expects all visitors to share this commitment. If you have any concerns that a child has been harmed or is at risk of harm, please contact the School Reception as quickly as possible, and ask to speak to a member of staff with responsibility for child protection. Our Child Protection Officer is **Mrs Mellisa Greenfield**
- The School has a team of qualified first aiders on site. If the services of a first aider are required, please ask at School Reception or contact the Site Services Team for assistance
- In the event of a fire you are required to leave the building and join others at the muster point on the school field. Do not re-enter the building(s) until you are told it is safe to do so
- Woodford County High School is designated a 'no smoking' workplace. Therefore, smoking is prohibited anywhere on the School premises, including outdoor areas



Information for Visitors

Welcome to Woodford. The information in this leaflet is designed to ensure your safety and to safeguard all members of the school community. It covers:

**Safeguarding
Health and Safety / Security
Site Access / Fire
Evacuation
E-safety / Data Protection**

If you need assistance, please go to the Main School Office, or telephone: 020 8504 0611

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all adults on site—including visitors—to share this commitment.

To safeguard the welfare of the children and young people in our care, we do the following:

- Disclosure Barring Service (DBS) checks are carried out on everyone regularly working in the school
- The DBS status of every adult working with our students (e.g. sports coaches and music teachers) is checked
- No adult without a DBS check will be left unsupervised with students at Woodford County High School
- The school will undertake due diligence before inviting outside speakers to address students
- Contractors and other services working on site are required to meet safeguarding requirements
- Safer recruitment practice informs all recruitment processes and a colleague with appropriate training must participate in all appointment panels
- Hirers of the school site are subject to safeguarding practices
- All school staff are given safeguarding training annually (level one) and are conversant with the DfE guidance 'Keeping Children Safe in Education'
- Allegations will be dealt with quickly, fairly and with transparency
- Safeguarding procedures will be communicated to all staff, parents and visitors
- Our Child Protection policy (SP 07.03) is available via our website
- Our policy on safeguarding children from extremism (SP04.06) is available via our website
- All visitors are required to comply with the school's ICT Acceptable Use policy (AUP) which is available via our website
- Electronic security gates and doors are in use

Health and Safety/Security

Health and Safety is a priority.

The School will take every reasonable step to prevent injury and ill health to personnel by protecting individuals from hazards at work. This includes students, staff and visitors to the School. This is enabled by:

- Following the procedures outlined in our Health and Safety Policy (SP 07.03)
- Assessing and controlling risk as part of the day-to-day management of school activities
- Controlling access to the school site
- Maintaining safe, healthy and secure working conditions
- Providing necessary training and instruction so that personnel are able to perform their various tasks safely and efficiently
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the School and during out of School activities
- Carrying out periodic reviews of the Health and Safety policy (SP 07.03) and updating risk assessments

You are required to comply with safety procedures for your own protection, and that of everyone else in the school community.

Please report any concerns without delay to the member of staff supervising your visit, or to the School Reception or to the School Business Manager.

Mrs Sheila Fonseca — School Business Manager

Access to the School Site

Pedestrian and vehicle gates

Very regular visitors may be provided with entry fobs once DBS clearance is secured. All other visitors must use the Intercom to gain access and then report to Reception in the main building.

Car Parking

We have very limited parking available. Where possible we ask visitors to use public transport. If driving please park off-site in the Sir James Hawkey Hall Car Park, (pay and display, cash or phone) Broomhill Road, Woodford Green (IG8 0BG). Visitors will only be given vehicular access to the school site if parking has been pre-arranged.

Signing In

All visitors must report to reception as soon as they arrive at the School, sign in using the schools electronic visitor management system *Inventry* and collect a visitor's pass. The pass must remain visible at all times and be returned/destroyed when signing out prior to leaving the School.

Any visitor in school who is not wearing an identity badge will be challenged politely to enquire who they are and their business on the school site.

Wi-Fi Access

- On request, visitors may be allowed password protected access to the school's Guest WIFI system
- Short term visitors to the School, will require 'sponsorship' from a member of staff at the School before they are given access. Guest wireless is a free service intended for use by visitors requiring short-term access to the wireless network to perform general Internet activities
- Visitors accessing the school's WIFI system are alerted to our internet firewall and web filtering system *Smoothwall* which blocks sites deemed inappropriate for use in school and which generates daily a report detailing attempts to access sites blocked by the system
- Longer term visitors to the school may be given password access to the school's network after reading and signing our Acceptable Use Policy (AUP)

Toilets

- Visitor (and staff) facilities are located in the main school building:

Ladies : off the corridor between the entrance foyer