

Safeguarding & Safety Information for Visitors



Visitor Code of Conduct

Staff, visitors, governors and volunteers should be familiar with, and work in accordance with, the policies and guidance at Exmouth Community College including in particular :

- Safeguarding and Child Protection
- Equality Policy
- Behaviour
- Internet Safety
- Health and Safety
- Managing Allegations Against Staff
- Whistleblowing

Visitors should also:

- Address issues that contravene this code of conduct.
- Maintain reasonable standards in their own behaviour that contribute to an effective learning environment and uphold public trust in the College.
- Behave in a mature, respectful, safe, fair and considered manner and thus be a positive role model.
- Not discriminate favourably or unfavourably towards any member of the College.
- Ensure that relationships with students remain on a professional footing.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

(Extraction from Staff Code of Conduct)

All visitors to the College are responsible for their own actions and behavior, and should avoid any conduct which would lead a reasonable person to question their motivation or intentions. Visitors must act and be seen to act in an open and transparent way.

During the course of a visit to the College, visitors may become aware of confidential information concerning students and staff. All such information must be treated as strictly confidential and a breach of such confidences will be regarded as serious misconduct.

Thank you for helping to keep Exmouth Community College safe.

Safeguarding & Safety Information for Visitors

We hope that your visit will be enjoyable, informative and safe.

Please help by reading and complying with the guidance contained within this leaflet which is intended to ensure your health and safety whilst at Exmouth Community College.

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 photographic ID badges. Please wear your visitor's badge at all times whilst at college and return it to the reception desk and sign out after your visit.

Security

All visitors, supply staff and contractors coming into the College must report to Reception.

As a visitor you will be asked to sign in and be issued with a red badge and lanyard, which must be worn prominently so that staff and students can see you are a visitor. You will be asked to show photographic ID upon arrival and your DBS certificate if appropriate.

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

We encourage both staff and students to challenge those who are not wearing a badge.

Fire and Evacuation

If you have a host they will explain and guide you through any emergency procedures. If you are working in the College for the day please ensure you read the fire evacuation notice in the room you are in. If the alarm sounds for any reason follow the instructions (our alarms are a person issuing a message) If you are asked to evacuate all the rooms have a number which corresponds to an area in the evacuation zone where you should report to. If you have students with you please ensure they leave calmly with you and their names are given to the fire marshal who will be at the evacuation point. (See also: [Building Evacuation page 4 & Maps page 5 &6](#))

First Aid

We have several trained first aid staff, please alert a member of staff if you feel unwell and they will call for assistance for you. If you are situated by a College telephone, you can press '0', which will take you straight through to Reception and the Receptionist will also be able to call for assistance for you. If you feel an ambulance is needed please ring, ensuring you specify the address of the College and which site you are based on. Please alert reception if an ambulance has been called.

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 college it is essential that you follow any health and safety guidelines that may apply.

Smoking

Exmouth Community College is a non smoking College. **Please do not smoke anywhere on the school site.** This includes e-cigarettes.

Safeguarding Guidance

Adults visiting or working on the college site play an important part in the life of the college. You can play a part in keeping students safe whilst working at, or visiting the college by observing the following guidelines.

- If you have any concerns that a student may be at risk of harm, report it immediately to the Senior Designated Person for Child Protection who can be contacted via any of the offices. **Do not discuss your concerns with the student and do not carry out an investigation.**

The Designated Officers at this College are Henrietta Miles ext 5650, Graham Allen ext 5613, David Turner ext 5677, Sharon Walker ext 5632 and Simon Tanner ext 5664.

- If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone. Inform one of the designated people immediately. If you are teaching, cover will be arranged for you to do this via Judy Butcher.
- Do not initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit.
- Do not give any personal information to students, such as your mobile number or address. Do not provide students with your email address unless it is a professional one and is part of the reason for your visit.
- Do not engage in any communication with students using social networking sites.

Further safeguarding details and information can be found on the college website in the policies area or at Reception.

Buildings Evacuation : General

Each fire alarm point is clearly indicated by “FIRE ALARM” followed by the appropriate operating instructions. Fire Escape routes and assembly points are posted in every room. For a guide see below and maps overleaf .

Buildings Evacuation : Gipsy Lane

ROOM/BLOCK

EVACUATION PROCEDURE

All Buildings

Ground floor rooms:-Evacuate the room by the safest route to exit the building and head to the Large Astro sports pitch on Gipsy Lane Site.

First Floor Rooms:- Evacuate the room by the safest exit route, this may include a stairway closest to the room you are working in, in the event that this route is unsafe be prepared to use an alternative stairway

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Buildings Evacuation: Green Close

ROOM/BLOCK

EVACUATION PROCEDURE

Technology Block (Block 18),Languages Block (Block 22),Dance Studio (Block 23),Modern Languages (Block 25),Turner Building (Block 37) Classics.

Ground floor Rooms:- Evacuate the room by the safest route to exit the building and head to the Coach Park/ Basket ball area on the Green Close Site.

First Floor Rooms:-Evacuate the room by the safest exit route, this may include a stairway closest to the room you are working in, in the event that this route is unsafe be prepared to use an alternative stairway. Make your way to the Coach Park area.

Science, Art & Music (Block 40)

First Floor Rooms:- Evacuate the room by the safest exit route, this may include a stairway closest to the room you are working in, in the event that this route is unsafe be prepared to use an alternative stairway. Make your way to the Coach Park/ Basket ball area on the Green Close Site.

Ground Floor Rooms:- Evacuate the room by the safest route to exit the building and head to the hard surface area at the front of block 11 on the Green Close Site.

Geog/History/Library/ICT/RE (Block 11)

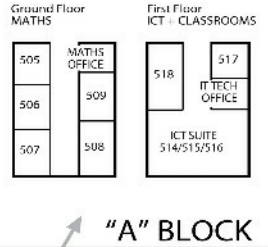
Ground Floor Rooms:- Evacuate the room by the safest route to exit the building and head to the hard surface area at the front of block 11 on the Green Close Site.

First Floor Rooms:- Evacuate the room by the safest exit route, this may include a stairway closest to the room you are working in, in the event that this route is unsafe be prepared to use an alternative stairway. Make your way to the Hard surface area at the front of block 11 on the Green Close Site. (if the fire is in the science wing students and staff will be directed to the point within the tennis courts furthest away from the block

Buildings Evacuation Map: Gipsy Lane

623 = room on ground floor (643) = room on first floor

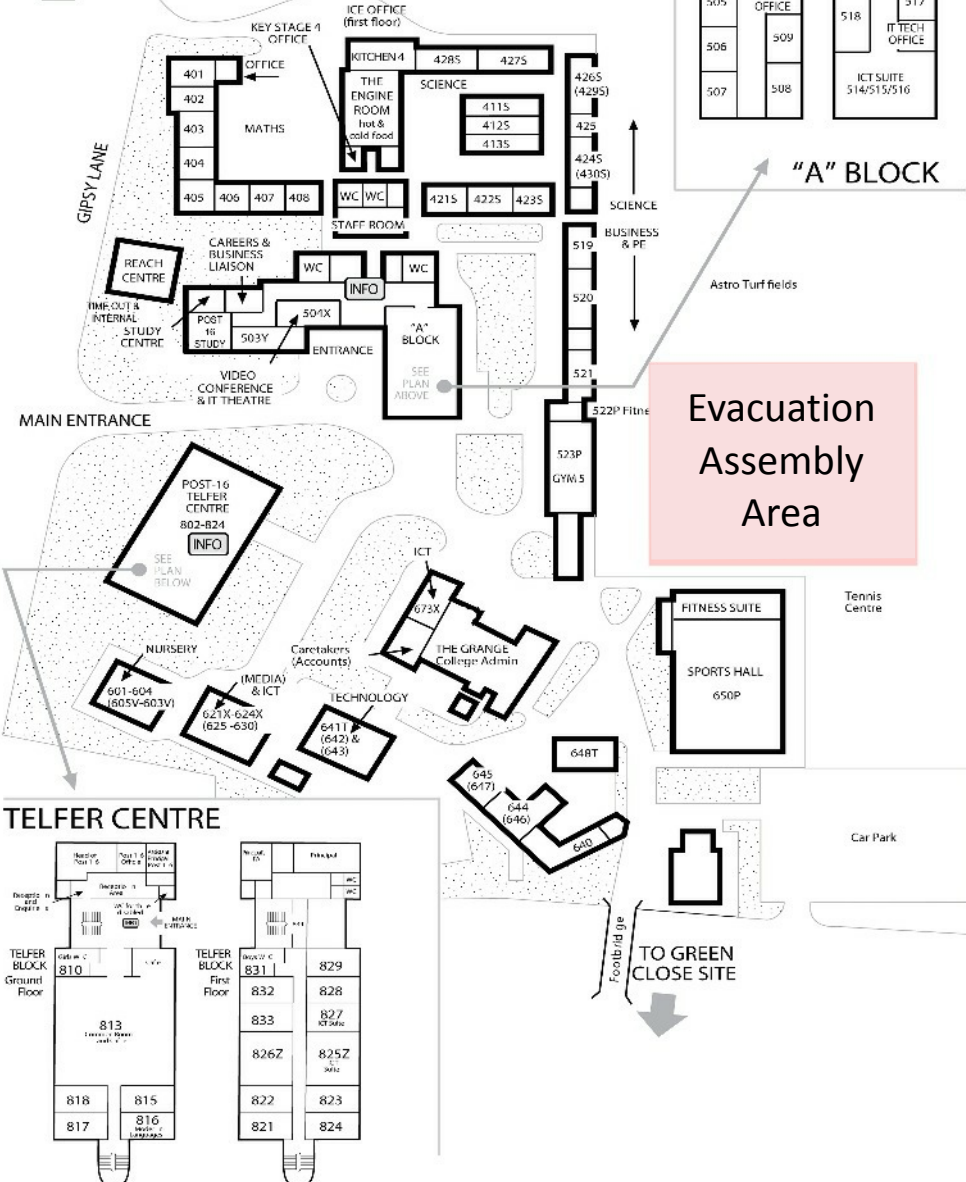
INFO = INFORMATION SCREEN



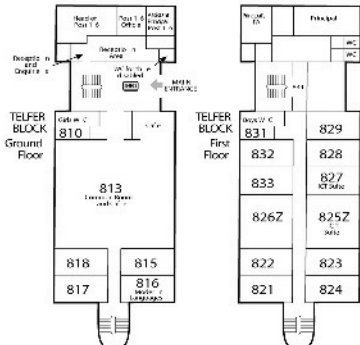
"A" BLOCK

Astro Turf fields

**Evacuation
Assembly
Area**



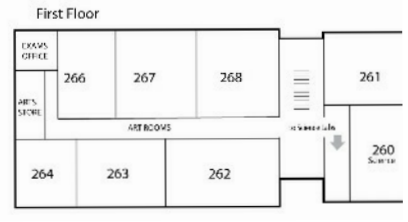
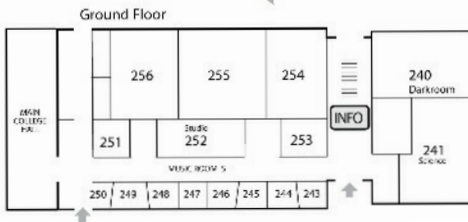
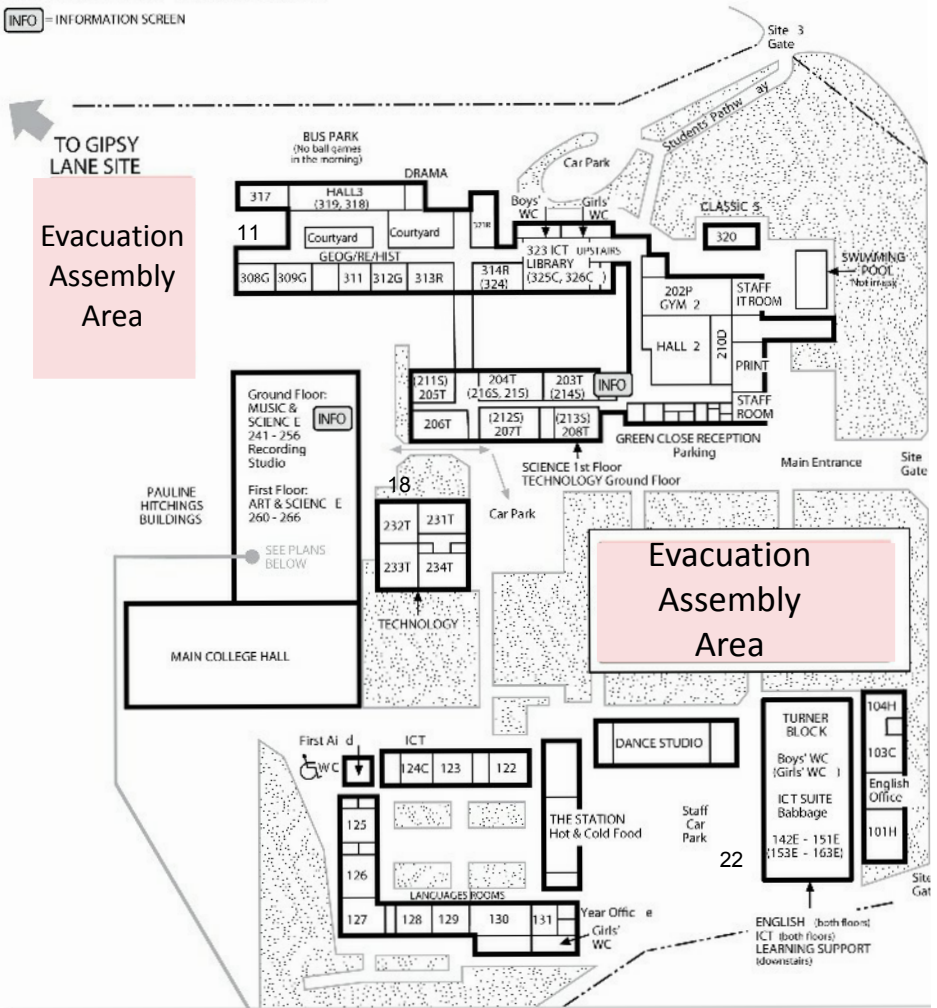
TELFER CENTRE



Buildings Evacuation Map: Green Close

314 = room on ground floor (324) = room on first floor

INFO = INFORMATION SCREEN



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