

**Safeguarding & Safety Information**  
**for Visitors of**  
**Exmouth Community College**



Exmouth Community College  
Academy Trust

## 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
- ICT & E-Safety
- Managing Allegations Against Staff
- Whistleblowing

### Visitors should also:

- Wear the College lanyard issued to them at all times.
- Address issues that contravene this code of conduct.
- Maintain reasonable standards in their own behavior that contribute to an effective learning environment and uphold public trust in the College.
- Not use their mobile phone in areas where students are present.
- Under no circumstances take any images of staff or students on their phone.
- 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 professional.
- 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 students' vulnerability or might lead them to break the law.

**All visitors to the College are responsible for their own actions and behaviour, 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, 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.**



## **Welcome to Exmouth Community College**

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 a blue lanyard and College photo card. Please wear your visitor's badge at all times whilst onsite and return it to the reception desk and sign out after your visit.

## **Security**

All visitors, supply staff and contractors coming into College must report to reception. As a visitor you will be asked to sign in and will be issued with a badge and either a red or orange lanyard which must be worn prominently so that staff and students can see that you are a visitor. Please remain in reception until you are collected by a member of College staff. You will be asked to show photographic ID upon arrival. If you are a regular visitor to the College, you will need to sign in on each occasion. Parents will need to sign their children out if collecting them during the day. When you leave the site, please ensure that you sign out and return your badge. Staff and students will challenge those who are not wearing a badge and appropriate lanyard.

## **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 that you read the Fire Evacuation notice in the area 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, report to the assembly point detailed in the Fire Evacuation notice. If you have students with you, please ensure they leave calmly with you and their names are given to the Assembly Point Commander who will be at the assembly point. (See also: Building Evacuation page 4 & Maps page 5 & 6).

## **First Aid**

We have a full-time First Aider and 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 phone, dial 5605 to reach the First Aider. If you feel an ambulance is needed, please ring, ensuring you specify the address of the College and the site you are based on. Please alert reception by dialing 0 if an ambulance has been called.



## Health and Safety

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

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

## Smoking

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

## 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 Designated Safeguarding Leads for Child Protection who can be contacted by any of the offices. Do not discuss your concerns with the student and do not carry out an investigation.
- 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 the HR Team.
- 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.

**The Designated Safeguarding Leads' details are displayed on posters in both receptions and throughout the College.**

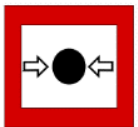
**Further safeguarding information can be found on the College website in the Policies area, or at reception.**



## Emergency Alarms

- If hearing an *await instructions* alarm (female voice), stay put and await instructions by monitoring email.
- If hearing a *leave the building* alarm (male voice), head to the Assembly Point (see evacuation information below).

## Building Evacuation: General



If you discover a fire, trigger the nearest fire alarm point and tell people. Each fire alarm point is clearly indicated by “FIRE ALARM” followed by the appropriate instructions.

Fire escape routes and assembly points are posted in each area of the College. For a guide, see below and maps overleaf.

## Building Evacuation: Gipsy Lane Site

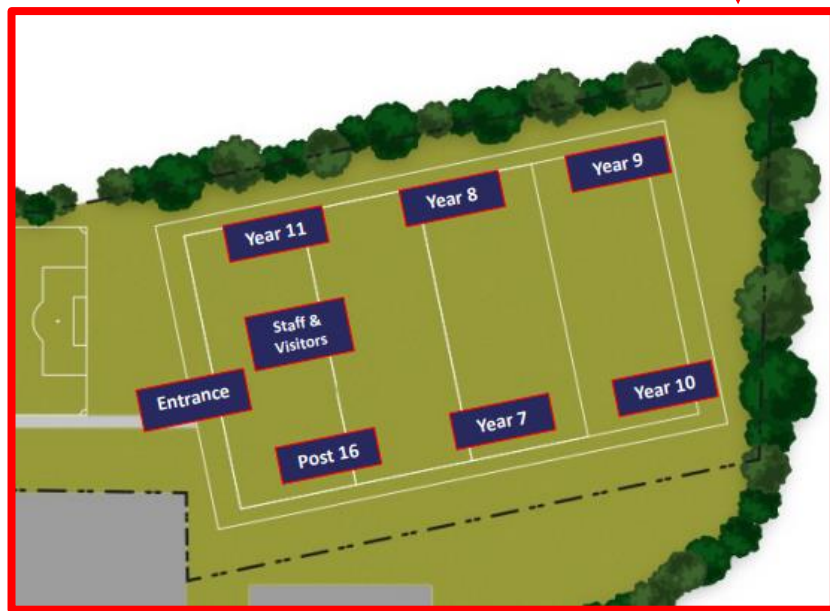
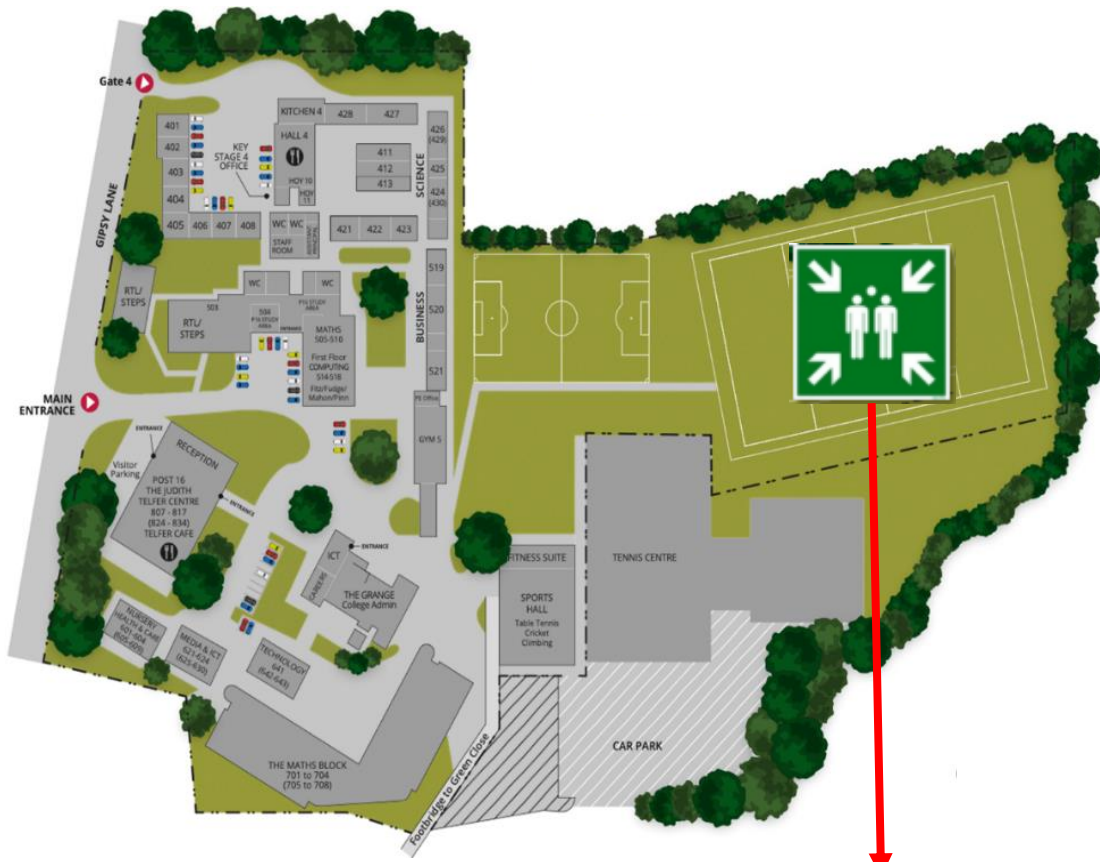
Room/Block	Evacuation Procedure
All Buildings	<b>Ground Floor Rooms:</b> Evacuate the room by the safest route to exit the building and head to the Large Astro sports pitch on Gipsy Lane Site.
	<b>First Floor Rooms:</b> Evacuate the room by the safest exit route, this may include a stairway closest to the room you are working in. In the event that this route is unsafe, be prepared to use an alternative stairway. Head to the Large Astro sports pitch on the Gipsy Lane Site.

## Building Evacuation: Green Close Site

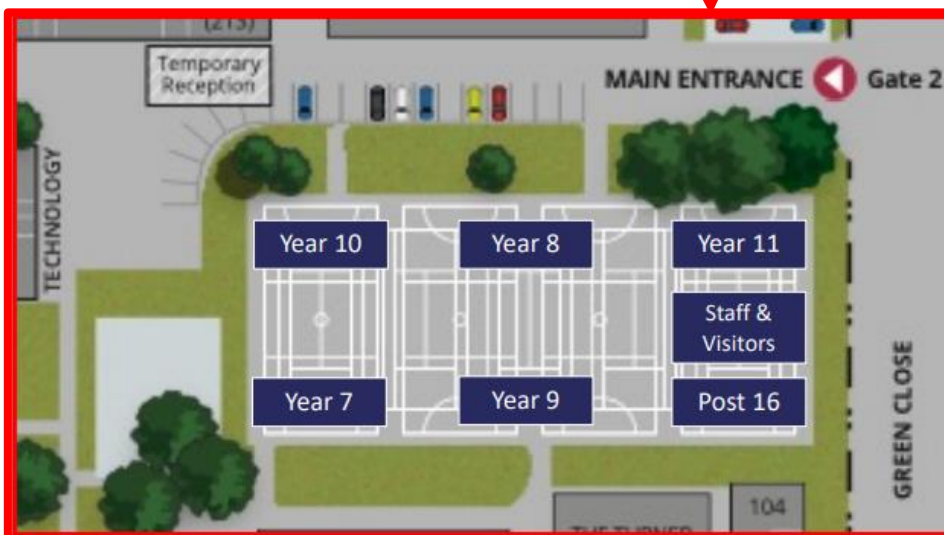
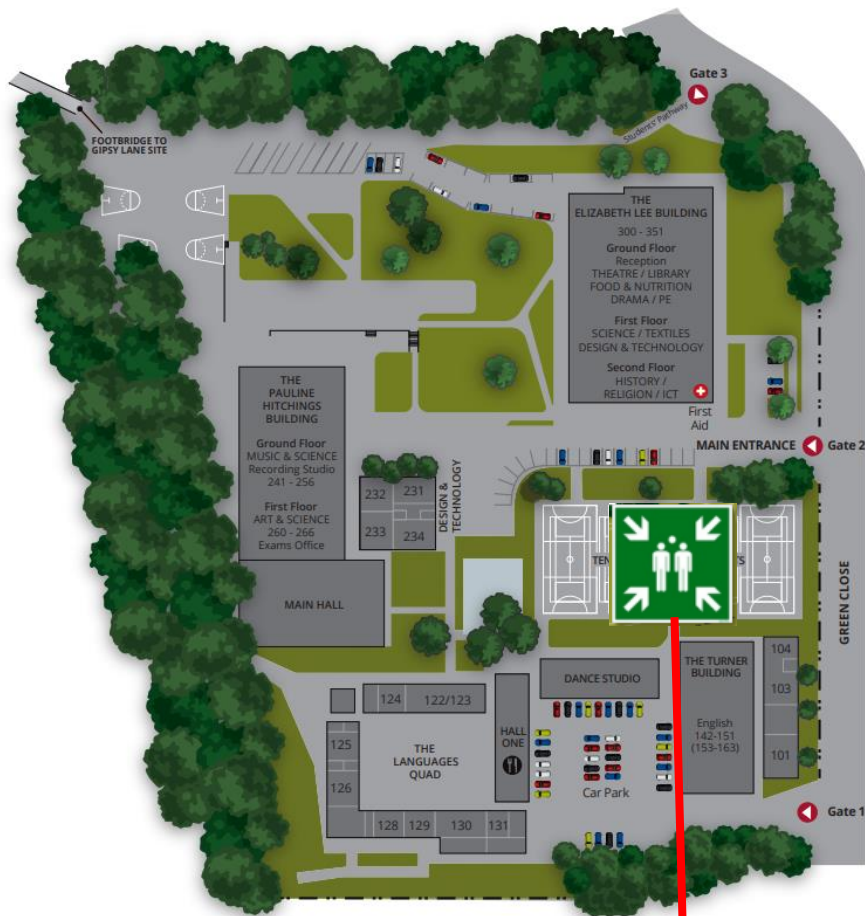
Room/Block	Evacuation Procedure
All Buildings	<b>Ground Floor Rooms:</b> Evacuate the room by the safest route to exit the building and head to the Tennis Courts/hard surface area on the Green Close Site.
	<b>First Floor Rooms:</b> Evacuate the room by the safest exit route, this may include a stairway closest to the room you are working in. In the event that this route is unsafe, be prepared to use an alternative stairway. Head to the Tennis Courts/hard surface area on the Green Close Site



# Building Evacuation: Gipsy Lane Site



# Building Evacuation: Green Close Site



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