



FIRE EVACUATION

Please read this information carefully

- 🔊 Your host should explain what to do in the case of emergencies and the fire alarm sounding
- 🔊 The alarm is a siren. Upon hearing this, you must leave the building by the nearest exit.
- 🔊 Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the administration staff.
- 🔊 The assembly point is on the back field
- 🔊 Do not take any personal risks
- 🔊 You must not re-enter the building until told it is safe to do so.

CCTV PROTECTION



Please be aware that CCTV is in use around the building with images being captured for the purposes of safety and safeguarding of students, staff and visitors.

For a copy of our CCTV policy, please do not hesitate to contact Reception.



GUIDE TO NGHS LANYARD COLOURS

- * All members of NGHS staff wear **blue lanyards**. They carry staff ID badges with their names and photo ID.
- * All visitors to the school site who have provided the appropriate DBS certificate and photo ID wear **grey lanyards**.
- * All visitors to the school site who have not provided the appropriate DBS certification wear **red lanyards** and are accompanied on site by a member of staff.

If you are likely to be visiting regularly, please bring your DBS details or ask your employer to liaise with us to ensure that we have the correct details on our Single Central Record.

Newport Girls' High School
Wellington Road
Newport, Shropshire
TF10 7HL

Tel: 01952 797550
www.nghs.org.uk



Newport Girls' High School

Important Visitor Information

*Please read this
information carefully
upon arrival*

If you have any questions,
please ask at Reception.

MAY WE EXTEND A WARM WELCOME TO NEWPORT GIRLS' HIGH SCHOOL....

Safety Information for Visitors

We hope that your visit will be enjoyable, informative and safe. Please help us by reading and following the guidance contained in this leaflet, which is intended to ensure your health and safety whilst at NGHS, If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.

Security

All visitors and contractors coming in to the school must report to Reception. Please sign in using our electronic visitor system (clear instructions on how to do this will appear on the screen). A photograph of your face will be taken and a visitor ID pass generated. Please insert the pass into the ID holder on the lanyard provided and wear this at all times on site so that it is visible to both students and staff.

If today's visit involves meeting students, the school receptionist will ask you to produce your DBS certificate or details thereof, together with photographic proof of identification, i.e. Passport or ID badge. Without this you may not be granted access or will have to remain under direct supervision at all times.

Please **sign in and out on each occasion** you visit the school.



Photographs

Visitors are prohibited from taking any pupils' photographs whilst on the school site. Please also keep the use of mobile phones to a minimum when in the presence of students.



First Aid

If, during your visit, you need first aid or feel unwell please go to Reception and we will arrange for some assistance.

Health & Safety

Contractors must ensure that they are fully aware of the safety rules and regulations to be observed by contractors working on site. Permit to Work paperwork must be completed by all contractors. Where scheduled work affects the fabric of the building, contractors must check and sign the **asbestos register** prior to commencing.

As a visitor it is essential that you follow any H&S guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

Smoking

NGHS operates a no smoking policy. Please do not smoke anywhere on the school site.



Safeguarding Guidance for Visitors

Safeguarding is our top priority at NGHS. The safety and security of our students, staff and visitors is of paramount concern. Please help us to ensure that this is not compromised by:

- * not engaging in physical contact with students
- * not giving any personal information to students, such as your mobile number or address
- * not providing students with your personal email address, and only provide your professional work email if it is necessary as part of the reason for your visit
- * not giving students details of your personal social network accounts or engage in any communication with students using social networking sites.

If you have any concerns that a student may be at **risk of harm**, please report these immediately to the Safeguarding Team via Reception. Equally, if a pupil reports an issue which concerns you, please inform a member of the Safeguarding Team:



Mr M J Scott
Headteacher



Mrs H Birch
DSL & Assistant Head

Mrs H Birch is the Designated Safeguarding Lead at NGHS. Mr Scott, Miss Webster, Mrs Danby, and Mrs Davenport are all Deputy Safeguarding Leads