



# Visitor and Safeguarding Information

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## Welcome to The Leys School

We are committed to safeguarding and promoting the welfare of our pupils and this requires all staff, governors and visitors to share this commitment.

In order to safeguard the pupils at The Leys School, we require visitors to please:

- Sign in at reception on arrival.
- Collect your visitors badge from reception and wear the badge and lanyard at all times.
- Remain with your host at all times. unaccompanied access around the site is not permitted unless we have had prior DBS clearance for you.
- Not take photographs of any school pupils without express permission from the member of staff leading your visit.
- Keep all school information confidential unless expressly permitted by the School to share it.
- On departure, please sign out at reception and return your visitors badge.

If, during your visit, you have a safeguarding concern, please report to a member of the Leys staff or to Reception. Key safeguarding staff are:

**Will Davidson**, Designated Safeguarding Lead: wrd@theleys.net

**Helen Hynd**, Deputy DSL: hhh@theleys.net

**Emma Mayo**, Deputy DSL: cem@theleys.net

**Matt Pullen**, Deputy DSL (mtp@theleys.net)

**Kat Clarke**, Deputy DSL (kes@theleys.net)

The safeguarding policy can be found on our website.

## Health and Safety Information

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### Fire and Emergency Evacuation

If the fire alarm sounds, please leave the building immediately by the nearest exit. School staff will then direct you to the assembly location. You will be advised when re-entry is permissible.

### Incidents and First Aid

Please report to Reception for assistance.

### Internet Access

Please ask reception for details of the Wi-Fi password and relevant policies.

### Smoking

This is a no smoking site.

### Visitors' Toilets

Please ask at Reception for directions.

### Parking and Disabled Access

Visitor and disabled parking is available behind the Kelvin building. Please ask Reception for more details.

### Contractors

Contractors must refer to the Contractors Policy and sign the Contractors' Code of Conduct.

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