



## EGGLESCLIFFE SCHOOL – HEALTH, SAFETY AND SAFEGUARDING INFORMATION

At our school we are committed to providing a safe and secure environment for all our pupils, staff and visitors

Please take some time to read the important information below

### **Security**

All visitors must sign in at main reception and show proof of identity if requested. All visitors will be issued with a badge and this must be **visible at ALL times** while on the school site. Please remember to sign out and hand in your badge once your visit is complete.

### **Enhanced disclosures**

All staff and visitors require an enhanced disclosure and barring service check (DBS). If you do not have a DBS check you will not be allowed to work unsupervised with pupils. You will be required to have proof of your DBS check if required when you sign in at reception.

### **Social networking**

It is strongly discouraged for visitors to Egglecliffe School to 'make friends' with pupils of the school on any social networking sites. Communication should be professional and respectful and you should take care not to mention work carried out in school on social media. Members of staff are **not allowed** to 'make friends' with pupils on social media.

### **Fire safety**

In the event of the fire alarm sounding, you must make your way to the main drive by the double gates. A member of staff will be able to register that you are safe.

**The fire alarm is tested every Tuesday at 8.30**

### **First aid**

In the event of an accident, even if no personal injury is sustained, you must contact the First Aider on duty (based in student services) and allow them to record the nature of the accident.

If you have a medical condition you would like us to be aware of, please tell the office staff when you sign in.

### **Confidentiality**

While visiting Egglecliffe School you may be privy to information about staff and pupils. Under the Data Protection Act 1998 you must never share this information outside of the school

### **Smoking**

In line with Stockton-on Tees Borough council policy, Egglecliffe School is a **NO** smoking site.

### **Photography**

This is strictly prohibited anywhere on site unless authorised by a member of staff. Mobile phone cameras must not be used on school site under any circumstances.

### **Contact with pupils**

Maintain professional conduct at all times when working with our pupils. Avoid working with pupils where you cannot be seen by others. Should a pupil say or do anything that causes you concern – please report this immediately to the

### **Designated Safeguarding Lead**

**Mrs D. Williams (Room 30 ext 211) or**

**Mr M. Cowan (office ext 203)**

**Dr C. Lear (LSU ext 221)**