



THE BISHOP'S STORTFORD HIGH SCHOOL VISITOR INFORMATION

TBSHS is committed to the safety and wellbeing of all students, staff and visitors and therefore, all visitors and contractors are required to review the following before being allowed access to the whole School Site.

GENERAL	<ul style="list-style-type: none"> • Please Enter and exit from the main entrance observing the sign in/out procedures • Visitors that can provide confirmation of Enhanced DBS checks will be issued with green lanyards; this includes employees of HCC and other schools who have their photo ID available • All other visitors will be issued with a red lanyard and must be accompanied at all times. • Please note that unless your visit is specifically to work with/support students then you should only interact with them when you have the permission of a member of staff or you feel they are in immediate danger • Please wear your visitors lanyard displayed at all times whilst on the school site. Please return your lanyard to reception when you leave • Please note that inappropriate behaviour or language on site will not be tolerated in relation to students, staff or visitors. • An accessible adult toilet is outside the main reception area with other adult toilets available in the staff room or administration area; please do not use any other toilets during your visit. • Please note that the school operates a non-smoking policy within the site and buildings.
FIRE	<ul style="list-style-type: none"> • The school operates on a no bells system. In the event of a fire or other emergency, the bell will ring for a prolonged period. Please accompany the person you are visiting to the nearest exit and the relevant assembly point and report to the receptionist. • Supply staff should report to the receptionist.
FIRST AID / ACCIDENT REPORTING	<ul style="list-style-type: none"> • Please note that all accidents MUST be reported to reception • Where First Aid is required, this can be obtained from reception
MOBILE PHONES, CAMERAS ETC.	<p>Whilst on site please:</p> <ul style="list-style-type: none"> • Do not use your mobile phone other than in the main reception area or staff room and only in connection with your business and when you are approved to do so. • Do not take/use images of students unless prior permission has been obtained • Do not leave your equipment unattended
INTERACTION WITH PUPILS	<ul style="list-style-type: none"> • Where your role requires that you interact with students or you are attending school on Local Authority/Partnership working you must: • Present your photo ID &/or DBS certificate when requested by the Reception staff • Wear your photo ID and visitors lanyard at all times when on the school site • Interact with students as required within your professional capacity only and report any instances/concerns/observations you have to a senior member of the school staff (reception Staff can advise on this) • Visitors, staff and volunteers should be aware that sexual relations between them and students under 18 are unlawful and could result in legal proceedings being taken under the Sexual Offences Act 3-003 (Abuse of Position of Trust)

Anyone whose actions/behaviour causes concerns or who does not follow the above guidelines will be reported to the Headteacher and may be asked to leave the site.

