



## **Welcome to Stationers' Crown Woods Academy**

'The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment'.

### **Notice to Visitors Policy**

**Safeguarding Children** - If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the main reception as quickly as possible, and ask to speak to a member of staff with responsibility for child protection.

**Health and Safety** - Your safety and well-being during your visit are important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others.

**Classrooms** - Do not enter classrooms unless escorted by a member of staff or by prior arrangement.

**Emergency** - If the Fire Alarm sounds, leave the building by the nearest exit and proceed to the designated Assembly Point. Do not re-enter the building until you are told it is safe to do so.

**Accidents** - Any illness, injury or accident must be reported to the school office.

**Smoking** - It is against the law to smoke on school premises.

**Property or Vehicle** - The school accepts no responsibility for any loss or damage to visitors' property or vehicle.

**Behavioural Conduct** - We aim to treat visitors courteously at all times and expect our visitors to treat our staff in a similarly respectful way. We take seriously any threatening, abusive or violent behaviour against any of our staff or pupils. If a visitor is threatening, they will be warned to stop their behaviour. If they persist, we may exercise our right to take action to have them removed and this may lead to them being banned from the Academy site.