

### VISITOR PROTOCOL

**The aim of these protocols is to create an environment where pupils feel safe, secure, happy and confident.**

Visitors to the Academy are requested to read and understand the following in order to guarantee your time in the Academy runs smoothly.

- Please sign in and out of the premises at Reception
- Please wear a visitors badge and lanyard at all times
- Use appropriate language and behaviour on the Academy site
- Value and respect different racial origins, religions, cultures and language
- Do not promote your own political or religious beliefs
- Do not be alone with a child
- Avoid wandering around the Academy
- Physical contact with students is strongly prohibited unless overseen by a teacher and is essential to the delivery of a workshop
- Always use staff toilets
- Report any breakages or accidents to Reception
- Abide by fire regulations and lockdown procedure
- The fire alarm is a continuous siren, please leave the building immediately and report outside the Sports Centre - see overleaf for maps and exits
- Do not obstruct fire exits – even temporarily
- Drive with extra care on the Academy premises
- Never give a student a lift in your vehicle
- Do not smoke on the Academy site or when with a group of children
- If you are a regular visitor please ensure you have read our information on safeguarding children, available from Reception
- No photography or videoing is permitted without prior permission
- It is the duty of all adults within Ormiston Sudbury Academy, including visitors, to report any concerns they have about our children, this must be done without delay – Please familiarise yourself with the procedure on the back of your lanyard
- **The full 'Ormiston Academies Trust (OAT)/Ormiston Sudbury Academy (OSA) Visitors' Policy' and Lockdown Policy are available to read on request; please speak with a member of Reception staff.**

**WHEN SIGNING IN, YOU ARE ACKNOWLEDGING THAT THESE PROTOCOLS HAVE BEEN READ IN FULL, UNDERSTOOD AND WILL BE COMPLIED WITH**

**Please return your badge and lanyard to Reception when you sign out - Thank you.**