

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.