



Advice for Visitors

We would like to take this opportunity to welcome you to our school and point out that we at George Stephenson High School are committed to the safety and wellbeing of all students, staff and visitors. Therefore, we ask that all visitors take time to read and follow the advice set out below before you continue your visit to our school.

- Please enter and exit the site from the main entrance observing signing in and out procedures.
- On arrival, you will be issued with a visitor's badge. This must be worn at all times so that it is visible. Please return your visitor's badge once you have signed out at Reception.
- Please stay within the areas that are necessary for your visit.
- An accessible adult toilet is located in the Visitor's Reception area. Please do not use any other toilets during your visit.
- All of our school policies are available upon request at the Reception or via our website.

Fire

- Please advise reception if you need assistance in the event of an evacuation.
- Procedures apply to all staff, students and others on site. There are no exceptions. Procedures apply to all evacuations, whether a real incident or a false alarm.
- An alarm is given by the continuous ringing of the School's Electric Siren.
- Anyone discovering a fire, should sound the alarm immediately by breaking the glass in the nearest fire alarm point.
- All visitors must leave the building immediately by the nearest fire exit in a calm and orderly manner.
- Copies of the evacuation routes and assembly points are displayed in all rooms. Visitors must familiarise themselves with the fire exits and escape routes.
- If you are working with students lead them to safety and to their assembly point before making your way to your fire assembly point where you should report to the receptionist (please see above).

Safeguarding

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 and any documentation previously agreed between the school and the Local Authority or your Partnership/Agency when requested by our Reception staff.
- Wear your photo ID and visitors badge at all times when on school site.
- Only interact with students if instructed/authorised by a member of staff to do so.

Reporting concerns

Please report any concerns you may have about any student immediately to the Main Office: on 0191 216 1115 ext. 200 or Mrs Louise Dunn – Deputy Headteacher. Reception staff will provide information and advice on how to make this contact.

Miscellaneous

- Smoking/Vaping: Smoking/vaping is not permitted anywhere on the school site, this includes the school grounds as well as the buildings.
- Internet access: If you need to use the internet please contact Reception, you will need to sign an internet use agreement. If you come across inappropriate material on the internet, please inform Reception or Mrs Louise Dunn - Deputy Headteacher.
- Visitors please note that if your actions or behaviour gives us cause for concern or if you fail to follow the advice set out above; you may be asked to leave the site immediately or reported to the Police or to the Local Authority.

First Aid and Accidents

Please contact Reception if you require first aid or medical attention.

- All accidents and incidents must be reported to Reception immediately and recorded as appropriate.

Personal Mobile Phones, Cameras & Other Equipment

Whilst on site please:

- Use only in connection with your business and when approved to do so.
- Ensure that your mobile telephone and other electronic devices have the 'Bluetooth' capacity disabled.
- Do not take or use images of students unless approved to do so.
- Do not leave equipment and personal belongings unattended.