

**We're here for you!**



Mrs L Stogdale  
Head Teacher



Mrs J Stuart  
Deputy Head Teacher



Mr R Hodges  
Safeguarding Trustee



Miss L Wilson  
EY AHT



Mrs E Clement  
KS1 AHT



Miss R Tate  
KS2 AHT



Mrs L Rossington  
AHT



Mrs T Hanger  
Unit AHT

**Your Safeguarding Team**



**Pennyman**  
Primary Academy

# VISITOR SAFEGUARDING

Pennyman Primary Academy is committed to keeping our pupils, staff and visitors safe. This leaflet aims to provide guidance to support you assisting us with this aim.

Pennyman Primary Academy | Fulbeck Road | Middlesbrough | TS3 0QS

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We hope that your visit with us will be enjoyable and informative. The following information is intended to ensure your health, safety and security whilst on our premises. By signing in you agree to abide by the following information.

### **Safeguarding**

- When entering our site, you will be asked for identification and to sign in to the electronic system or visitor book. You will be issued with a visitor's badge or sticker on which the word VISITOR is displayed. You are asked to wear this badge in a visible position whilst on our premises. Upon leaving the site, please return any badge to Reception OR sign out of the electronic system. This confirms safe exit.
- Please include your vehicle registration number when signing in. If you have a need to park in undesignated spots, e.g. to have easy access to tools, then get approval from Reception or your host. The overall speed limit on site is 5 mph and must be adhered to at all times. Vehicles are parked at owners own risk and must be parked safely at all times.
- The safeguarding team poster is on display in the main reception and on the back of this leaflet. If you have concerns of a safeguarding nature please speak to a person as shown on the poster or speak to main reception to contact the relevant designated person.
- Your mobile phone must be turned off during your visit. If you need to use your phone for any reason you may do so in the staffroom or SLT office. It must not be used in any other area of the academy.
- Be aware that some of our students exhibit challenging behaviour and you may observe students in crisis, please do not interact with these students unless advised to do so by your host.
- Photographs must not be taken unless authorised by your host.

- We regret that we cannot accept responsibility for personal belongings brought onto the premises.

### **Health & Safety**

- You must not enter any area or touch any machinery, or equipment, unless authorised by your host.
- Smoking is prohibited on the premises, and within visibility of the Academy boundaries.
- Please note and comply with any specific safety requirements that are displayed or verbally communicated by your host.
- Only academy staff and trained teaching/support staff are allowed to use the site's equipment. If you need the use of equipment, your host will arrange for a member of staff to work with you on this.
- Your host or supervisor will advise you of the emergency procedure in case of a fire and other information regarding risks to health and safety, as applicable. A continuous sounding siren indicates an emergency and you must leave the building by the nearest available exit as quickly and as calmly as possible. Remain with your host or follow academy employees to their assemble point and await instructions. Do not return for documents or personal possessions or re-enter the premises until instructed to do so.

**If in any doubt about any of the above procedures, please ask your host. If, when you leave the school premises and subsequently wish to talk to someone at the school about something that you have seen that has concerned you, please contact us and your concern will be passed to the appropriate member of staff.**