



Safeguarding Children

Guidance for Adults Visiting or Working at
Royds Academy

Welcome to Royds Academy

At Royds Academy we are committed to safeguarding and promoting the welfare of students and expect all staff, volunteers and visitors to share this commitment.

What are my responsibilities as a Guest or Visitor

All adults visiting or working need to be aware they are responsible for their own actions and behaviour within our learning environment. Visitors are expected to follow the same procedures as any other adult working in the school.

As a visitor, you should act promptly if you have any concerns about a young person. All concerns or incidents must be recorded on a cause for concern form which your visit contact will help you complete. This will escalate the issue to one of our Designated Safeguarding Team named in this leaflet.

All guests and visitors are expected to:

- Sign in and out at reception showing your organisation's ID on arrival.
- Ensure you prominently display the ID and lanyard that you are given at all times in addition to any ID you may have from your organisation.
- Be aware that we have a Safeguarding and Child Protection Policy which is available on the Academy website (www.roydsacademy.org.uk)

There are also other safeguarding documents on the website and paper copies are available on request.

- Behave in a respectful, fair and professional manner at all times to ensure that young people under our care feel comfortable, respected and safe.
- Pass on any information or concern, it is always better to report an incident to ensure our students are protected. Don't assume someone may already know.
- Never promise unconditional secrecy or confidentiality to a young person, especially if they are in danger or are talking about harm, risk or personal safety.

If you have concerns about the conduct or behaviour of adults who work with young people at our school, please speak to the member of staff you are visiting, who will discuss with one of the Designated Safeguarding Team.

The Safeguarding Team are:

Miss Lauren Sims	Vice Principal, Designated Safeguarding Lead
Mr John Higgins	Principal
Mrs Gemma Perry-Wrighton	Inclusion Manager, DDSL
Miss Beth Donkin	SENDCo, DDSL
Mr Gavin Faulkner	Assistant Principal, Prevent Lead
Mrs Debbie Arnold	Family Support Worker
Mrs Margaret Baker	Haven Manager
Miss Lucy Longhorn	Learning Manager
Miss Cat O'Connor	Pastoral Lead

Student Behaviour

We have high expectations of our students and are proud of their behaviour. We expect them to treat staff, visitors and each other with respect and courtesy so should an incident occur where behaviour falls below these standards, we ask that visitors inform us immediately to allow us to investigate promptly.

Bringing vehicles onto the site

If you have parked your vehicle in the school car park, please park in the designated areas. Visitors must be aware that you do so entirely at your own risk. Please take extreme care when leaving at the end of the school day as the car parks are very busy with students and buses.

Wireless Access

If you require wireless access, please ask for the code at Reception.



CCTV

For everyone's safety there are CCTV cameras throughout the school. These operate 24 hours a day and record at all times. Audio is recorded in S11 and Reflection and Resilience.

Use of Mobile Phones

Please ensure all mobile phones are either turned on or silent. We ask that phones are only used for essential work-related calls and that these are made in office spaces or staff areas away from students.

Disabled Access

There is a wheelchair access in most parts of the school. Please do not hesitate to ask if assistance is required.

Visitors Toilets

There is a visitors' toilet in Reception and other toilets located throughout the site. Please ask your visit contact for the nearest adult toilet. Student toilets should never be used.

Emergency Evacuation

If the fire alarm sounds, please leave the building with your visit contact. The assembly point is in the East Block Yard.

Evacuation

At Royds Academy we both value, and activity promote and celebrate difference and diversity irrespective of ability, need, age, gender, sexual orientation, ethnicity, attainment, disability or background. It is an academy priority that every student feels valued and that their life experience and needs are given equal regard. We expect everyone in the school, including visitors and volunteers, to abide by this.

If you have any concerns following your visit, please telephone the school on 0113 205 9559. Thank you for your support in these matters.