

Key Academy Contacts:

Headteacher:
Mrs Abigail Clay

Child Protection & Complaints:
Mrs Abigail Clay

Health & Safety:
Mrs Nicola Hartley

Chair of Governors:
Mrs Nicola Knowles

Chair of Trustees:
Rev Nigel Sinclair

CEO:
Nigel Ashley

Topcliffe C of E Academy,
School Lane, Topcliffe, Thirsk,
North Yorkshire YO7 3RG

Telephone number: 01845 577412
Email: admin@topcliffeacademy.org
Website: www.topcliffeacademy.org

Elevate Multi Academy Trust
Halfpenny lane, Knaresborough,
North Yorkshire HG5 0SL
Registered Number: 10814201

Please report any Child Protection or Health & Safety concerns to the Main Academy Office IMMEDIATELY.

Accidents: must be reported to the Main Academy Office where an Accident Report Form can be completed.

Fire Alarm: If the fire alarm sounds, please make your way out of the building calmly and promptly by following the green FIRE EXIT signs.

Smoking: is not permitted on any part of these premises.

Please remember to sign out and return your visitors badge to the Main Academy Office before leaving the premises, even if you are due to return on the same day.



**WELCOME TO
TOPCLIFFE C of E ACADEMY**

A member of Elevate Multi Academy Trust



**A Guide for Visitors and
Volunteers**

**Safeguarding
Health & Safety**

Topcliffe C of E Academy recognises and promotes their responsibilities for Child Protection and Health & Safety.

Visitor Procedures

All visitors must sign in at Main Academy Office

- All visitors will be issued with a visitor's badge which must be displayed at all times.
- Visitors may be asked to provide identification.
- Visitors will be asked to remain under the supervision of a designated member of staff.
- All visitors must sign out at the Main Academy Office before leaving.

Visitors wishing to see a particular member of staff should contact the Academy to make an appointment. If you are seeking an urgent appointment please report to the Main Reception and we will arrange for you to see a member of staff.

E-Safety

Mobile Phones: to protect our children please you do not have your phone out or use it during your time at our Academy. If this is an issue please contact a member of staff on arrival.

Photographs: under no circumstances should you take photographs of our children whilst at our Academy.

Child Protection: Our children are frequently reminded about personal safety and child protection issues. If staff or children approach you, please confirm you are visiting the Academy and show them your Visitors badge.

Should you have a Child Protection concern, please report this to the Main Academy Office immediately so they may inform the Designated Person for Child Protection

Child abuse happens to all children regardless of gender, culture, religion, social background and those with or without a disability.

Visitor Code Conduct

- Treat everyone with respect;
- Act as a positive role model at all times, displaying high standards in the use of language, manner, punctuality and preparation;
- Remember someone else may misinterpret your actions no matter how well intended;
- Inform a member of staff of any inappropriate behaviour;
- Follow the instructions given to you by the class teacher if you are working with children and respect the guidance of the teacher at all times;
- Ensure you are visible by a member of staff if you are with children;
- Never share personal information with a child. If a child tries to share these details with you, you should inform the class teacher as soon as possible;
- If you are concerned about the conduct of a member of staff during your visit you should inform a key Academy contact;
- Do not leave equipment unattended;
- Keep information confidential.

Health and Safety

Fire: Please make yourself aware of the nearest fire exit when you arrive.

In the event of a fire alarm please use the nearest fire exit and make yourself known to a member of staff.

Do not enter the building again unless you are informed by a member of staff that it is safe to do so.

Accidents and Illness: Should you have an accident or feel unwell during your visit, please report to the Main Academy Office. If you are unable to make your way to the office please inform a staff member. All accidents will be logged in the accident book.

Comfort Break: Should you require a comfort break during your visit a member of staff will be happy to direct you to our adult facilities.

Pupil Behaviour

During your visit you might observe a child struggling to manage their behaviour. We would like to reassure you that staff have been trained to manage these situations keeping the child, themselves and others safe. You can help by moving away. Please be aware that a member of staff may ask you to leave the room until the situation has calmed.

A copy of the Trust's Child Protection and Safeguarding policy is available upon request from the Main Academy Office.