



**KING EDWARD VI  
HANDSWORTH WOOD  
GIRLS' ACADEMY**

*Educational excellence for our City*

## Visitors' Code of Conduct



<b>Responsible Board/Committee</b>	King Edwards VI Handsworth Wood Girls School
<b>Policy Type</b>	Standalone
<b>Policy Owner</b>	Malika Sahonta
<b>Statutory</b>	Yes
<b>Publish Online</b>	Yes
<b>Date Adopted</b>	May 2023
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<b>Review Cycle</b>	Annual
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<b>Version</b>	2



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In this school, the pupils always come first. We always expect visitors to work with us in the best interests of the children.

Visitors must refrain from accessing the site where possible during breaks and lunch times.

All visitors must sign in at reception. By signing in you agree to our Visitors' Code of Conduct.

The school expects all visitors to support our nurturing values and ethos of care:

- Respect the vision and values of the school
- Model the best behaviour yourselves, as we try to do; please remain calm at all times
- We ask for your understanding about the complexity of our young people and their individual needs
- We ask you not to judge or intervene in any incidents of pupil behaviour
- Approach school staff to help resolve any issues
- Respect the need for confidentiality. Any issues observed, discussed, or overheard that refer to children, their families or staff should not be discussed out of school.
- Any concerns arising relating to the above should be reported to a Designated Safeguarding Lead immediately.

To support a positive and safe school environment, we ask all visitors to:

- Be polite and respectful to all school users (including other visitors), avoiding all loud and offensive language
- Refrain from using physical or verbal aggression or chastising any adult or child (including your own)
- Behave in a way that does not disrupt the operation of any aspect of the school
- Look after school property
- Follow our Mobile Phone Policy and Online Safety Policy (available on request)
- Stay within the areas necessary for your visit
- Refrain from smoking, consuming alcohol or using any illegal substance (this includes being under the influence)
- Report to the nearest fire assembly point in the event of the fire alarm sounding (back field). In the event you are working with pupils, please make yourself aware of the fire procedures and lead pupils to safety.



- Please ensure you clearly display your red or green ID badge and lanyard at all times whilst on the premises. Report any safeguarding or child protection concerns, along with any issues regarding health and safety. Our Designated Safeguarding Leads (DSLs) are:

Lead DSL's: Malika Sahonta and Emma Jones

Deputy DSL 1: Aroosa Liaqat

Deputy DSL 2: Amy Dingwall

All visitors will be provided with a visitor information booklet (see appendix 1). This contains important information which may be used in the case of an emergency and important safeguarding information.

Abusive and aggressive behaviour will not be tolerated; the school must remain a safe place for all users. If a visitor's behaviour is unreasonable or they are unable to follow our Code of Conduct, we reserve the right to withdraw permission for them to be on school premises.

In accordance with Keeping Children Safe in Education 2023. All visitors must report any concerns witnessed which meet the threshold for a low-level concern or a staff allegation to the Local Authority Designated Officer (LADO) and the Lead DSL/Headteacher when deemed appropriate.

**All visitors must also remember to sign out before leaving the academy.**



## Appendix 1 – Visitor Information

### Logging a safeguarding concern

1. If you have any safeguarding concerns about any student, then please complete one of the pink forms you will have received with this pack and give it to any member of the safeguarding team as soon as possible (preferably within 10 minutes of completing the pink form.) If you cannot find a member of the safeguarding team, then please seek support from the reception staff or any member of staff you can find.
2. If you have a concern about a student and it is the end of the school day, then please seek support to ensure the student does not go home until they have been spoken to by a member of the safeguarding team.
3. If you have any safeguarding concerns (including allegations) about a member of staff, then please log it on the pink form and give it to the lead DSL (Mrs M Sahonta) or the Head teacher (Ms K Takhar).
4. If the concern is about the Lead DSL then only give the pink form to the Headteacher. If the concern is about the Headteacher then please email your concerns to the Academy's chair of Governors (Miss Sadia Haleema):  
[saida.haleema@kevibham.org.uk](mailto:saida.haleema@kevibham.org.uk)



### ACADEMY PROCEDURES FOR FIRST AID (CHILD FEELING UNWELL)

#### CHILD FEELING UNWELL

E.g., complaining of headache/migraine, stomach-ache, pain in neck, back AND HAS NO SEVERE MEDICAL CONDITIONS THAT THE ACADEMY HAVE SEEN MADE AWARE OF

#### CHILD FEELING UNWELL IS KNOWN TO BE ASTHMATIC, DIABETIC, EPILEPTIC OR HAS A HEART CONDITION

#### KEEP IN LESSON AND CALMLY REASSURE

REASSURE them and ensure that the classroom ENVIRONMENT REMAINS CALM too.

EMAIL FIRST AID (firstaid@hwga.org.uk) TO COME TO THE CHILD

#### COMFORT AND REST

Allow them to TAKE A BREAK from their work for a reasonable period of time OR allow them to slow down their rate of work, as this may help. If removing school blazer/jumper will help the child feel more COMFORTABLE then let them do so.

#### KEEP IN LESSON AND CALMLY REASSURE

#### CHILD STILL UNWELL? CALL FOR FIRST AIDER.

If their condition doesn't improve or begins to worsen, then call for First Aid via email: [firstaid@hwga.org.uk](mailto:firstaid@hwga.org.uk)

**IF CHILDS CONDITION WORSENS- TREAT INCIDENT AS A MEDICAL EMERGENCY**



## ACADEMY PROCEDURES FOR FIRST AID (MEDICAL EMERGENCY)

### **MEDICAL EMERGENCY**

1. STAY CALM (**Steps 2-7 should happen simultaneously**)
2. CALL FOR HELP
3. REMOVE VISBLE DANGERS TO THE CHILD AND MOVE AWAY ANY OTHER CHILDREN (AS BEST POSSIBLE)
4. IF REQUIRED- PUT CHILD IN RECOVERY POSITION
5. CALL 999 (USE ANY PHONE AVAILABLE TO YOU TO DO MAKE THIS CALL)
6. BE PREPARED TO GIVE THE FOLOWING INFORMATION, AS BES AS YOU CAN, TO THE AMBULANCE SERVICES:
  - a. NAME AND ADDRESS OF ACADEMY (KING EDWARD VI HANDSWORTH WOOD ACADEMY, CHURCH LANE, HANDSWORTH WOOD B20 2HL)
  - b. YOUR NAME AND ROLE
  - c. NAME, AGE, DOB OF CHILD
  - d. PHYSICAL STATE OF CHILD
7. SEND A CHILD TO RECEPTION TO ALERT THEM OF:
  - a. THE MEDICAL EMERGENCY
  - b. NAME OF CHILD
  - c. LOCATION OF CHILD
  - d. THAT A 999 CALL IS TO BE MADE
8. IF A CHILD IS UNCONSCIOUS- KEEP CHECKING THAT THEY ARE BREATHING
9. IF CHILD IS SLIPPING IN AND OUT OF CONSCIOUSNESS OR IS FULLY CONSCIOUS, REASSURE THEM AD KEEP TALKING TO THEM TO KEEP THEM AWAKE.