



Safeguarding Information For Visitors

CODE OF CONDUCT:

- Proof of ID will be requested on arrival.
- Please do not use your mobile 'phone around students.
- Professional standards of behaviour, language dress and interaction are expected from all our visitors.
- Keep staff informed of where you are and what you are doing.
- Never give your personal contact details to students.
- Contact via social media is strictly prohibited.
- No smoking or vaping onsite.

WELFARE INFORMATION:

Toilets – These are in the main corridor or next to the staff room.

Parking – We offer limited onsite parking for blue badge visitors only, all parking for visitors is on Howden Road, a short walk from the school site, use postcode EX16 5EY for your satnav.

Minibus/Taxi spaces are designated spaces and must not be used to park in between the hours of 7.45-8.15am/1.45-2.15pm.

FIRE AND EVACUATION PROCEDURE: If you hear the fire alarm bell:

- Evacuate the building by the most direct outside door and assemble on the playground at the rear of the school.
- If you are responsible for a student, go quickly and quietly to the front assembly point.
- If you are unsure about the location of a student, please report this to a member of staff immediately.
- Learning Family Leaders will check their registers for any missing students.
- The reception team will check the visitors log for any missing adults.
- A senior member of staff will allow re-entry to the building once they declare that it is safe to do so.

If you discover a fire, the alarm should be sounded immediately by reporting it to reception or any member of staff. There are key operated 'break glass' fire alarm boxes around the school: all staff have keys to operate these. Do not try to fight the fire.

SAFEGUARDING: All visitors must sign in and out of the school at the reception desk. You will be required to wear a visitor badge/sticker which you must wear until you leave.

- All staff and visitors have a responsibility for safeguarding our students and act in a manner that is always appropriate.
- All mobile 'phones must be switched off and 'away' in a bag or a pocket.
- If you need to use your 'phone, then please do so in an area away from students and with the knowledge of your supervising member of staff.
- Do not take pictures, videos, or sound recordings unless you have sought prior permission from the Head teacher.
- Use appropriate language and avoid discussing confidential issues within hearing of others (adults or students).
- If you are working one to one with a student, ensure that staff know where you are working and how long this will be.
- When working with a student, do so in an open space if possible. Otherwise, keep the door open or ensure you are visible through the window.
- If you have a concern about a student, or another adult in the school, please speak to a member of the safeguarding team immediately.

If a student says something to you that you think could be a safeguarding matter, listen to them and do not ask leading questions or promise confidentiality; write down what was said and report it to a member of the safeguarding team immediately

At ACE Tiverton, we take a positive relational and trauma informed approach in our school family, this means:

- We connect before we correct
- We stay curious, not furious.
- We understand that behaviour is communication
- We believe in co-regulation.
- We know that students regulate from the adults in their lives.
- We think "can't" not "won't"
- We empathise when someone is flipping their lid.
- We believe in restoration not punishment
- We know that excellent relationships reduce stress and build resilience for all.
- Resilience in our relationships means that we see you, we hear you and we are here with you.

We are a learning family and all of us can assist one another to be the very best we can be.