

Two Bridges School



KS3. Charles Street, Southborough, Tunbridge Wells. TN4 0DS

Two Bridges School Visitors Policy

Welcome to our school

Two Bridges School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers and visitors to share this commitment and work together to achieve this.

Notice to visitors

All visitors should:

- Follow school procedures whilst on school premises
- Sign in at reception and receive a visitors sticker
- Visitors will be met in the reception area and escorted into the destination building by a member of staff
- Sign out when leaving the building. If you need to come back to the school the above procedures will need to be followed

Safeguarding Children: If you have any concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please contact the main reception as quickly as possible and ask to speak to a member of staff with responsibility for child protection.

Health and safety: Your safety and well-being during your visit are important to us. As a visitor at the school you have a legal duty to care for health and safety of yourself and others.

Classrooms: Do not enter classrooms unless escorted by a member of staff or prior arrangement.

Emergency Fire Evacuation: Procedures are clearly displayed around the school. If the fire alarm sounds, leave the building by the nearest exit and proceed to the designated Assembly point. Do not re-enter the building until you are told it is safe to do so

Online safety: If you need to use your own or the schools device please ensure that IT administration staff have provided you with access to the network. If you are using a personal mobile then do not use it to take photos of the students, staff or other visitors. Do not share inappropriate material with students or staff. All personal devices that are used onsite are your own responsibility and to be used at your own risk.

Accidents: Any illness, injury or accident must be reported to the school office.

Smoking: It is against the law to smoke on school premises

Property and Vehicles: The school accepts no responsibility for any loss or damage to visitor's property or vehicle

The employee sanctioning visits outside of normal school hours will be responsible for allowing the visitor access to the school. The responsibility for the visitor rests with the member of staff sanctioning the visit and rules applying to visitors are to be enforced by the member of staff.