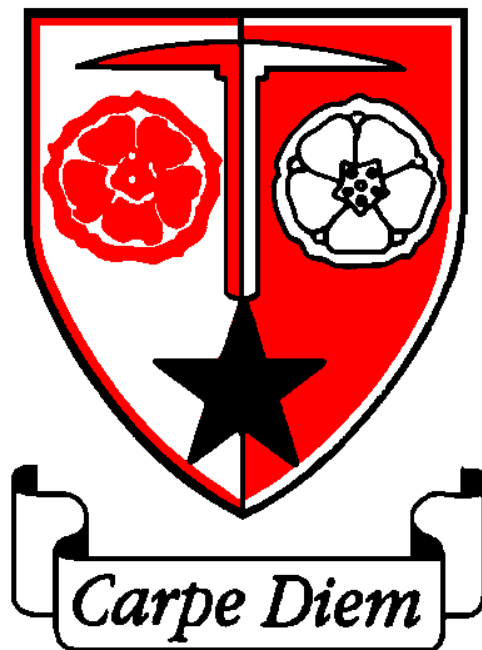


AUDENSHAW SCHOOL



VISITOR HANDBOOK

(Reviewed Aug 2026)

Welcome to Audenshaw School

As a visitor to our school, it is important that you are aware of our safeguarding procedures – please ask a member of staff if you are unsure of anything in this handbook.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play (Keeping Children Safe in Education, (current statutory guidance).

- All visitors should be prepared to provide formal identification and, where required, evidence of their Disclosure and Barring Service (DBS) Check (this may be a letter from an employer to confirm the appropriate DBS check has been obtained).
- All visitors must wear the ID provided upon signing in – this must be always worn and kept visible while on site. The visitor lanyard system is printed on the wall in reception. Visitors wearing a yellow lanyard must remain accompanied by a member of staff at all times.
- Visitors parking on the school site must provide their vehicle registration when signing in.
- All visitors must sign out and hand in the ID provided when leaving the school site.
- If you see something that concerns you, no matter how small it may seem, please report it immediately to a member of staff.

We take safeguarding very seriously in our school. Everyone in school has a role to play in keeping children safe, although there are certain key people with responsibilities:

Principal:	 Miss H Eckhardt		
Designated Safeguarding Lead:	 Miss K Breakell		
Deputy Designated Safeguarding Lead:	 Mrs S Mountain	 Miss E Warner	 Mrs S Bailey
Governor for Safeguarding:	Mr T Hall		

What is Abuse?

Abuse is maltreatment of a child. This may be neglect, any form of physical, emotional, or sexual mistreatment that leads to harm or injury, or failure to protect a child from harm. It can happen to any child regardless of their age, gender, race, or ability and may be inflicted on the child by an adult/adults or another child or children.

What to do if you are worried about a student:

You may observe something or become aware of information about a student which concerns you while you are in school. If you do, it is important that you share your concerns with the Designated or Deputy Designated Safeguarding Lead. The Student Services Office will make arrangements for you to speak to them if you cannot locate them.

What to do if a student makes a disclosure:

- React calmly, listen without displaying shock, disbelief or making judgements
- Do not promise confidentiality – explain that you must share the information with the Designated Safeguarding Lead
- Reassure the student, but only so far as is honest and reliable
- Do not interrogate the student, ask leading questions, or criticise the alleged perpetrator
- Make accurate notes (record the date, time, place, your observations and exactly what the student has said)
- The school use a system called My Concern to log all incidents
- Report your concerns immediately to the Designated or Deputy Designated Safeguarding Lead
- Follow the school Child Protection Policy and procedures at all times, this is available on the school website.

What to do if you have concerns about a member of staff

If you are concerned about the conduct of a member of staff following something you have observed or a disclosure, you must report this to the Principal (or Vice Principal in absence of the Principal). If your concern is about the Principal, you must report this to the Chair of Governors. The school office will provide contact details for the Chair of Governors if you need them.

What to do to keep yourself safe

- Always speak to students calmly and respectfully
- Avoid physical contact with students unless you are preventing them from harming themselves or others
- Avoid being alone with any student – you should not do so unless there is a specific reason to do so, and other staff are aware.
- Always tell someone if a student touches you or speaks to you inappropriately (record the incident, including the time and date, and give this to the Principal / Designated Lead)
- Never exchange personal contact details with a student or arrange to meet them outside of the school environment
- Never have contact with a student on social media
- Never use a personal mobile phone or camera around students
- Never discuss confidential information outside of school or on-line.

Fire and Emergency Evacuation

If the alarm sounds (continuous bell), exit by the nearest fire exit and make your way to the tree by the red main gate where you will register. Please wait there until you are given permission to re-enter the building. If you discover a fire, please activate the alarm, and inform a member of staff if possible. If you hear the announcement "The school is in lockdown", immediately enter the nearest safe room. Lock or secure the door where possible, switch off lights, close blinds, remain out of sight and silence your mobile phone. Await further instructions. If safe to do so, text the emergency number with your location and details of anyone with you.

The emergency number is 07827 441121 of your room location and if you have any students with you.

First Aid

Many of our staff members are trained in First Aid and you will see notices around the school. If you need assistance, please inform a member of staff. Visitors should not administer first aid or medication to students unless specifically requested to do so by a member of school staff. In an emergency do not hesitate to call 999 for an ambulance. Automated External Defibrillators (AEDs) are located in Reception and the PE Office.

Allergy Information

Some students at Audenshaw School have severe allergies that can cause life-threatening anaphylaxis. Visitors should not give food, sweets or drinks to students unless authorised by a member of staff. If a student appears to be having an allergic reaction, alert a member of staff immediately or call for assistance. Trained staff will respond in accordance with the school's emergency procedures. Emergency adrenaline auto-injectors (AAIs) are available on site and will be administered by appropriately trained staff where required.

Accidents and Incidents

Please report any accident to the Student Services office in the main building.

Use of school internet

All users of the school systems and Wi-Fi must comply with the Acceptable Use Policy. Please ask at Student Services office for details.