

Provider Access statement

Thank you for taking the time in your busy schedule as an employer to engage with our school. The following information relates to our visitor information protocol

- All visitors coming in to the college must report to Reception
- As a visitor you will be asked to sign in and be issued with a lanyard that must be worn prominently at all times so that staff and students can see you are a visitor
- Dependent on circumstances, if you are working with students you will also be asked to produce your DBS certificate and/or other forms of identification
- Please wait in reception after you have signed in until collected by the relevant member of staff and ensure that you sign out and return your visitor's badge when you leave
- If you are a regular visitor to the college, you will need to sign in on each occasion
- If your organisation provides you with a clearly definable badge we may decide that this is adequate and a visitor's pass will not be issued
- Please make sure you wear your badge and that it is clearly visible to staff and students

Fire and Emergency Evacuation

Your host will explain what to do in the case of emergencies and fire alarms

The alarm is a fluctuating siren and is different from change of session bells. You must leave the building by the nearest exit

Stay with your host as s/he will escort you to the assembly point and ensure that you are recorded present by the administration staff

The assembly point is marked on the map overleaf

Do not take any personal risks

You must not re-enter the building until told it is safe to do so.

First Aid

If you need first aid or feel unwell please go to the First Aid hatch at main Reception or telephone Reception (ext 100). If a student you are meeting/working with is unwell please inform Reception immediately

If you have any concerns that a student may be at risk of harm, report it immediately to the designated Safeguarding Lead (David O'Neill, Nicky Pender or Michelle Dunleavy).