Abbot Beyne School

Safety Information for Visitors 2026-27

Person Responsible:	Mr J Church
Governors Committee:	FGB
Revised Date:	Autumn 2026
Next Review Date:	Autumn 2027

We hope that your visit will be enjoyable, informative and safe.

Please help us by reading and complying with the guidance below, which is intended to ensure your health and safety whilst at Abbot Beyne School. If you have any questions after reading this, please do not hesitate to ask a member of staff to help you.

Security

All visitors and contractors coming into the school must report to Reception.

Please sign in using our electronic visitor system (clear instructions on how to do this will appear on the screen). A photograph of your face will be taken and a visitor ID pass generated. Please make sure your ID is clearly visible to staff and students.

If you are working unsupervised with students, the school receptionist will ask you to produce your DBS certificate or details thereof, together with proof of identification, ie Passport or driving licence. Without this you may not be granted access.

You must sign in on each occasion you visit the school. Please log out of our visitor system at the end of your visit.

Photographs

Visitors are prohibited from taking photographs whilst on the school site.

Fire and Evacuation

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

- The alarm is a continuous bell. You must leave the building by the nearest exit.

- Stay with your host as they will escort you to the assembly point and ensure that you are recorded present by the administration staff.
- The assembly point is on the playing field at the front of Linnell and the playground at the back of Evershed.
- 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 Evershed LRC or reception at Linnell.

Health and Safety

Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site.

As a visitor to our school it is essential that you follow any health and safety guidelines that may apply. By doing so, you will assist us in meeting the requirements of the Health & Safety at Work Act 1974.

Smoking / vaping

Abbot Beyne School operates a no smoking or vaping policy. Please do not smoke or vape anywhere on the school site.

Safeguarding Guidance for Visitors to the School

Adults visiting or working on the school site play an important part in the life of the school. You can play a part in keeping students safe whilst working at, or visiting, the school by observing the following guidelines:

- Do not initiate verbal or physical contact with students unless it is appropriate and a part of the agreed reason for your visit.
- Do not give any personal information to students, such as your mobile number or address. Do not provide students with your personal email address, and only provide your professional work email if it is necessary as part of the reason for your visit.
- Do not give students details of your personal social network accounts or engage in any communication with students using social networking sites.
- If you have any concerns that a student may be at risk of harm, report it immediately to the senior designated person for safeguarding (DSL) (Fiona Airey) who can be contacted via the main school office. Do not discuss your concerns with the student, and do not carry out an investigation. If Fiona is not available, the office will direct you to a Deputy DSL.
- If a student makes a disclosure to you, do not promise confidentiality. Explain that you will need to talk to someone else. Inform the designated senior person for child protection (Fiona Airey) of your concerns immediately or a Deputy DSL if Fiona is not available.

For further guidance, the school's Safeguarding Policy can be found on the school website under the 'policies' tab.