



Clifton High School

co-educational nursery pre-school to sixth form



Visitor Information

2021/22



Welcome to Clifton High School. We hope you will enjoy your time at our School. Our main priority is to ensure that everyone who visits the School is aware of their responsibilities towards making sure all young people are safe.

When visiting the school, you may be required to show some ID to reception staff if you are not known to them. Please have this ready when you arrive.

All visitors must sign in at School Reception as soon as they arrive on site and be given a lanyard and identification badge that they should wear and display at all times when on the School premises.

Please remember to sign out and return your visitor's badge to the Main School office before leaving the premises, even if you are due to return to the school again on the same day.

Child Protection and Safeguarding

We take our child protection and safeguarding responsibilities very seriously and have procedures in place to ensure the safety and wellbeing of all those in the Clifton High School community.

Anyone who enters our community and comes in to contact with our pupils and their families has an essential role in maintaining our **Culture of Safety**.

Safeguarding is everyone's business:

- Please ensure you are aware of the School's **Child Protection and Safeguarding Procedures** including safer working practices, confidentiality and emergency procedures.
- Before working in School, all adults will have undertaken a DBS check appropriate to their role and will be asked to agree their acceptance of School policies at induction.
- Volunteers/adults are reminded that they may not support/help a child in isolation as a matter of safety for all. You must not have any physical contact with any pupil.
- You must never exchange personal contact details with a pupil or arrange to meet them outside of the School environment.
- The member of Staff you are working with will be responsible for sharing other procedures and additional information specific to the context in which you will work.
- All matters relating to Clifton High School should remain confidential.

To read the Clifton High School Child Protection and Safeguarding Policy please visit: <https://www.cliftonhigh.co.uk/our-parents/school-policies> or by scanning the QR code:

We ask that you should hear, see or read anything which troubles you about a child, do not ignore it, but report your concerns to one of our Child Protection Designated Officers. Any child protection or safeguarding concerns should be immediately reported to a member of staff at the School office who will locate the DSL, DDSL or DSLs.



The Designated Safeguarding Lead (DSL) is Mr Luke Goodman

The Deputy Designated Safeguarding Lead (DDSL) is Ms Ali Taylor

Clifton High School is committed to safeguarding pupils and young people and expects all staff, visitors and volunteers to share this commitment.

Emergencies – Fire Evacuation and Critical Incident

- If you hear the continuous sound of the **fire alarm**, please leave the building you are in immediately, by the nearest exit and assemble at the nearest muster point.
Our main assembly point for visitors is the resin area of the playground, next to the tennis courts. **Do not re-enter a building unless you have been given the ‘all clear’ by either the Head of School / Deputy Head / Estates and Operations Director.**
- If you discover a fire, please press the nearest fire alarm panel, and alert a member of staff immediately.
- Please familiarise yourself with the nearest fire exits and ensure that any furniture or equipment used does not obscure them. If you are alone, you will need to be aware of your primary and secondary means of escape, so please take note of your surroundings at all times.
- **The fire alarm is tested weekly on Tuesday at 16.15**
- In the event of a **critical incident** and the need to **secure the site** or **evacuate the site**, the member of Staff, who is facilitating your visit to Clifton High School, will instruct you how to act and what to do. A lockdown of the site will require the following actions to be taken:
 - **If safe inside, everyone to stay where they are and wait further instruction**
 - Make sure all windows and doors are closed, lock if possible
 - Stay in the safe place unless instructed otherwise
 - If the fire alarm sounds, additional instructions will also be issued to Staff. Without this additional instruction DO NOT open doors while in a lockdown due to the fire alarm sounding
 - Further instructions will be sent directly, and Staff will be informed when the lockdown is over, and it is safe to resume normal operation procedures

Health and Safety

Health and Safety is of the utmost importance for all pupils and adults who work in or who visit Clifton High School. We ask that you comply with safety procedures, whether written or brought to you attention by other means, for your own protection, the protection of those under your supervision and others who may be affected by your actions.

- In the unlikely event of an accident to an adult or child, please inform a member of Staff immediately. Some Staff are first aid trained and all accidents or ‘near misses’ must be reported. You may be asked to complete an accident report form and we would appreciate your co-operation in doing so.
- It is School policy to ensure that every reasonable set be taken to prevent injury and ill health to personnel by protecting individuals from hazards at work.
- Should you have any concerns relating to any incident which has led, or could have led to damage or injury, please report your concerns to the member of Staff supervising your visit or to the School Reception who will inform a senior member of Staff.

School Facilities

- The adult toilets are located opposite the School Office where lockers are also available.
- There are additional toilets situated across the School Site – these are clearly marked as Staff only.
- Visitors and helpers will be provided refreshments when appropriate.
- A variety of local shops and amenities are situated within the short walk to Clifton Village.
- Clifton High School operates a **non-smoking policy** on all parts of the School site.

Parking

- Parking is available on roads surrounding the School site, but please be aware that these are Pay and Display bays. Additionally, there are Resident Parking Zones in operation in this area, please check local signage before parking your car.

E-Safety

Access to the Internet:

A Wi-Fi Connection is available on request and log in details will be provided. All users of the School systems and Wi-Fi must comply with the Staff Acceptable use of ICT Agreement Policy. For any further information or guidance, please ask the member of Staff arranging your visit.

Mobile Devices:

- The use of personal mobile phones is not permitted during the School day.
- Images must not be taken of any child or adult without the prior approval of a member of Staff and only then on a School device.

Data Storage Devices:

The use of USB data sticks or external hard drives, CDs, DVDs, etc. are permitted, but must be made known to the School by prior arrangement. Equally, visitors may use their own laptops with our projectors/screens by prior arrangement. For further information please discuss with the member of Staff facilitating your visit.

Core Values

Curiosity



How curious are you about the world? What do you want to find out more about? When you reach a block in the road for your learning, how do you overcome it? How do you motivate yourself to be curious when, perhaps, the topic isn't as interesting as others are to you?

Empathy

How do you treat others? Do you understand their points of view? We are a School that supports individuals, no matter who you are or who you might become, and we expect everyone in our community to be supportive of everyone else.



Love



What do you love about your family? What do you love about your friends? What do you love about school? What do you love about the world? Love isn't a word to shy away from. Acknowledging how you love others and the world around you will make you more at ease with yourself, your passions in life, and help you to make a positive impact.

Direction

Where are you going in life? That's a big question, I know, but what about where you are going in a particular interest you have? How good at it do you want to be? What new things do you want to learn? How far might you take them? Where will all this lead?



The Diamond Edge Model  Realising Individual Brilliance

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