



Fire evacuation procedures

If you have a medical condition that might restrict your ability to exit the building in an emergency, please inform your host in confidence.

- All visitors must sign in on arrival at Reception and sign out when they leave.
- Please read the fire action notice displayed in various areas of the academy.
- In the event of a fire, the alarm will sound; please proceed via your nearest fire exit to the assembly point which is at the front of the 3G pitch situated at the rear of the building.
- You will be advised when re-entry is permitted.

First Aid procedures

Details of the academy's First Aiders are displayed around the academy. In the event of injury or illness, please contact reception or your host where first aid will be arranged. All accidents must be reported to Peter Dakin, Assistant Campus Manager.

CONTACTS

Principal:
Kristy Gardner

Designated Safeguarding Lead:
Sarah Wickstead

Deputy Designated Safeguarding Lead:
Nicholas Rogers

Safeguarding Officers:
Leanne Maguire
Sarah Campbell

Trust Board Safeguarding Lead:
Robert Keniwell

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GUIDANCE FOR VISITORS

Dixons Brooklands Academy is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment.

**WORK HARD
HAVE INTEGRITY
BE KIND**

This leaflet is to outline what is expected of you. We aim to provide a safe and secure environment for our students, staff, volunteers, and visitors. We are committed to safeguarding and meeting the needs of young people and hope this leaflet will provide some useful advice and information.

Welcome to Dixons Brooklands Academy

Keeping everyone safe

We hope you have an enjoyable visit, we prioritise ensuring everyone who visits our academy is aware of their responsibility to make sure that all young people are safe.

As a visitor, it is important that you remember the following:

- If you are working in a 1:1 situation with a student, the academy must have confirmation from your organisation that they have conducted all necessary safeguarding checks including an Enhanced DBS disclosure (which has checked the children's barred list).
- Do not have any physical contact with any student.
- Never exchange personal contact details with a student, or agree to meet a child outside the school environment.
- Taking photographs are not permitted within the academy unless prior approval has been sought.
- If a child has a conversation with you which leads you to think they are being harmed or their safety is at risk, you have a duty to pass the information on to protect the child. You must inform one of our designated safeguarding leads immediately.

Security of students, staff, volunteers and visitors

All members of staff wear photo ID badges at all times. All visitors should report to reception on arrival and sign in using our electronic system and showing proof of ID if appropriate. All visitors will be issued with a badge on a lanyard which should be worn and visible at all times.



Health and safety guide for visitors

Whilst on site, you are legally responsible for taking reasonable care of your own health and safety and the safety of others affected by your activities. If you have any concerns regarding health and safety, please raise it with a member of staff or reception who can then pass this information on to the relevant person to address.

Dixons Brooklands Academy is a No Smoking and nut-free site.

Safeguarding

If you have any concerns or queries relating to safeguarding, please contact a member of the team:



Ms Wickstead
Safeguarding Lead



Ms Maguire
Safeguarding Officer



Dr Rogers
Deputy Designated
Safeguarding Lead



Ms Campbell
Safeguarding Officer

Whistle blowing

Dixons Brooklands Academy aims to create a safe and secure environment for all. To support this, we have a whistle blowing policy in place which explains clearly the steps you should take if you have a concern about the work of the academy or any improper conduct. The full policy can be found on our Trust website www.dixonsat.com/policies.