

Dixons Brooklands Academy is committed to safeguarding and promoting the welfare of children and young people.

We expect all adults in the academy to share this commitment. If you have any questions or queries in relation to safeguarding, please contact:



Sarah Murdoch Leanne Maguire Rosei Neild

CONTACTS

Executive Director:
Mark Harrison

Safeguarding Officers:
Sarah Murdoch, Leanne Maguire and
Rosei Neild

Chair of Local Governing Body:
Mark Rainey

**Governor with Responsibility for
Safeguarding:**
Kemoy Walker



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**

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.

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Wythenshawe
Manchester
M23 9BP

☎ 0161 998 3992

🌐 www.dixonsbk.com

✉ info@dixonsbk.com

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 we 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, but our main priority is to ensure that everyone who visits our academy is aware of their responsibilities towards making sure 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 the 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. Please 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

While 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 Sarah Roche, Operations and Business Manager to address.

Dixons Brooklands Academy is a No Smoking site.



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 permissible.

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 (telephone 200) where first aid will be arranged. All accidents must be reported to the Sarah Roche, Operations and Business Manager immediately.