



H E D I N G H A M   S C H O O L  
A N D   S I X T H   F O R M



## Visitor Information

Please find time to read this important  
information to help keep you safe

Welcome to Hedingham School. The expertise and support that visitors offer help to enrich our students' experience in education. Thank you very much for your contribution to this. Keeping everyone safe is our first priority as a school and we have put this information together to support this and enhance your visit.

### **Car Parking and Access**

Access to the school is from Station Road. There is limited car parking available on site. If you can't find a space in the school car park please park in Station Road. Please note vehicles are parked at owners' risk. A barrier operates at the start and the end of the day with an intercom link to reception.

### **Arrival and Signing In and Out**

All visitors must sign in at reception and wear the badge they are given at all times. (Please refer to Lanyard colour codes below). Please wait in reception to be collected by a member of staff. You will be accompanied by a member of staff throughout your visit. Please ensure you sign out at reception when you leave site and return your badge.

### **Building Layout and Evacuation Procedures**

At the end of this leaflet there is a map of the school buildings. It shows where the exits from the school are and the refuge points to be used by wheelchair users in an emergency evacuation if they are on one of the higher floors.

In an emergency, such as fire, where everyone in the school needs to evacuate the building, the school bell will sound in a continuous ring. Students, staff and visitors will leave the school building at an appropriate exit. Here are maps in each room to show which exit to use.

All visitors gather at the back of the school near our outside catering outlet where staff will check that everyone is accounted for.

### **Toilets**

The main visitor toilets and a disabled toilet are in the Admin Block near reception. Here are other staff, disabled and accessible toilets throughout the building. Staff will be happy to direct you to the nearest facilities.

### **Lift**

The site is fully accessible and has two lifts with access controlled by a key fob system. If you are likely to need to use the lift please let the staff member you are visiting either know in advance or as soon as possible upon arrival, so that this can be arranged. In an event of a fire alarm, lifts are out of bounds.

## **Catering**

There are three catering outlets in the school serving hot and cold food at break and lunchtime. The main servery is in the school hall. In addition, in the Sixth Form Foyer there is a Café open throughout the school day and vending machine for hot drinks in the staff room. The school operates a cashless catering system.

## **First Aid**

If first aid is needed, and it is appropriate to do so, make your way to reception where a first aider is available. If the casualty cannot be moved then call reception (201 or 202) using any of the telephones found in the staff offices throughout the school. You will find that students and staff are all very supportive in such a situation so that if a telephone cannot be reached easily, then a verbal message can be sent to reception instead.

## **Child Protection/Safeguarding**

Every adult on the school site has a duty of care to all other people, including visitors, staff and students. Sometimes visitors may see or hear something that they are worried about. In such a situation it is part of the duty of care to mention this to someone. General concerns can be given to reception where staff will contact an appropriate member of staff to manage the situation.

Sometimes students might disclose information to a visitor which may be part of a safeguarding or child protection issue. In such a case please ask at reception as a matter of urgency to arrange to speak with the designated Child Protection Officer (*David Nash*). Please see the enclosed child protection information.

## **Personal Property**

All site users are responsible for their personal property and should ensure any valuable personal items they bring to school are kept securely.

Thank you once again for visiting Hedingham School and contributing to our community.

*Andrew Harvison*

**HEADTEACHER**

**Lanyard Colour Codes:** **Blue Lanyard - All staff**  
**Green Lanyard - Visitor (no escort)**  
**Red Lanyard - Visitor (with escort)**  
**Black Lanyard - All Governors**

Everyone's responsibility



It could happen here

# SAFEGUARDING

## IDENTIFY

physical/ emotional/ sexual and neglect which can be educational, physical, emotional or medical

### Personality

Appearance? Reserved? Scared? Socially isolated?

### Appearance

Unexplained injuries? Uniform? Unexplained money/ gifts?

### Engagement

Attendance? Progress?

## TELL EXPLAIN DESCRIBE

Only ask questions to clarify concerns

Tell me about what happened?

You seem a bit upset and I'm worried about you, is anything troubling you?

When did this happen?

Where did this happen?

I am going to have to share this information with...

## REPORT

Face To Face Communication Red Card

URGENT – Straight to Designated Lead Do not delay

Red Card given to safeguarding team in person



Mr Nash DESIGNATED SAFEGUARDING LEAD



Mr Hyde DEPUTY SAFEGUARDING LEAD



Miss Dunne DEPUTY SAFEGUARDING LEAD & HEAD OF YEAR 10

## SAFEGUARDING TEAM



Mrs Webb HEAD OF YEAR 7



Mr Lockley HEAD OF YEAR 8

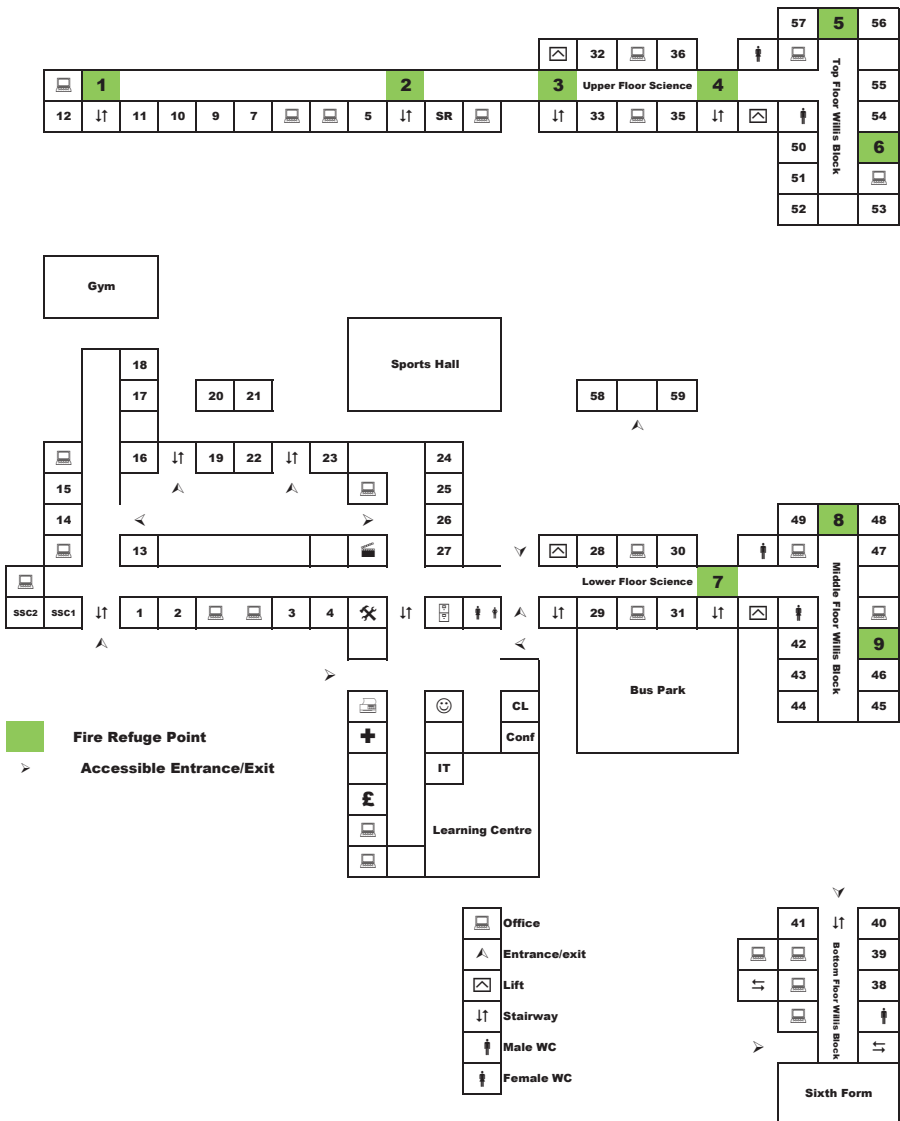


Mr Wright HEAD OF YEAR 9



Mr Woodley HEAD OF YEAR 11

# Site Plan



## THE SCHOOL DAY

Personal Development 8.40am

Period 1 9.10am

Period 2 10.10am

Break 11.10am

Period 3 11.30am

Period 4 12.30pm

Lunch 1.30pm

Period 5 2.15pm

Finish 3.15pm



H E D I N G H A M   S C H O O L  
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