



KEY CONTACTS

Executive Headteacher

Mrs A Rampton

Designated Safeguarding Lead

Mrs A Rampton

Deputy Designated Safeguarding Leads

Ms K Bracey and Mrs H Hewitt

First Aiders

All support staff

Caretaker

Mr L Bullock

Pickhurst Academy
Pickhurst Lane
West Wickham
BR4 0HL

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Pickhurst Academy is part of the Chancery Education Trust.

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Health and Safety Information for Visitors

The school has a duty of care to pupils, staff, visitors and contractors on site.

Further information is contained in the school's Health and Safety Policy which is published on the school website. A copy is also available to view in the school office.

Please read before entering the school. Thank you.



On Arrival

- ➔ Please report to the school office and sign in.
- ➔ Due to the nature of your visit, you may be asked for details of your
- ➔ Disclosure and Barring Service (DBS) together with photo ID. If you do not have this or are unable to provide this information, you will be escorted by a member of staff throughout your visit.
- ➔ You will be issued with an ID badge and information leaflets. Please read them before you commence your visit.
- ➔ Please ensure you wear your ID badge at all times to show you are an official visitor in school.



On Departure

- ➔ Please scan your ID pass to register your departure and return the pass to the school office.
- ➔ You must ensure that you do not take any documents etc from the school without permission.



Accidents and Incidents

- ➔ Please report any accidents or incidents immediately to a member of staff who will be able to assist you. Everyone in school has a duty of care towards each other.



Please report any hazard or danger that you may see. Do not think that someone else will report it or have already done so. It is better to report something more than once than not at all.



First Aid

- ➔ A list of qualified first aiders is displayed in the main school office.
- ➔ There is a first aid station and a defibrillator located in the main school office.



Fire Evacuation Procedures

- ➔ In the event of a fire, raise the alarm by operating the nearest Call Point.
- ➔ Leave the building by the nearest available exit.
- ➔ Please ask for assistance if you need physical assistance.
- ➔ Do not stop to collect personal belongings.
- ➔ Do not run during an evacuation.
- ➔ Attend the nearest Assembly Point and report your presence.
- ➔ Do not enter the premises until instructed by the Fire Warden.



Lockdown Procedures

- ➔ A lockdown situation is alerted by the continuous ringing of the school bell. Should it be necessary to implement a lockdown, you will be directed by the nearest member of staff. If you are in an area of the school alone please make your way, quickly and safely, to the nearest occupied room and wait for further instructions.



Smoking/Vaping

- ➔ It is illegal to smoke or vape anywhere on the school premises either within any building or outside in any part of the school grounds at all times.



Manual Handling and Lifting or Working at Height

- ➔ Visitors, unless contracted to work in school, are not permitted to carry out any tasks involving manual handling/lifting and or working at heights.



Security

- ➔ For security reasons certain areas around school have restricted access. Visitors are not allowed access to door codes and will be escorted by a member of staff if required.