

# St Michael's Church of England High School

Rowley Learning Campus  
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Rowley Regis  
West Midlands  
B65 9AN

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[www.st-michaels.sandwell.sch.uk/](http://www.st-michaels.sandwell.sch.uk/)



## Information for Visitors

### Safeguarding Health and Safety Fire Evacuation

The school is a non-smoking site

If you need assistance, please speak to any member of school staff

The speed limit on site is 10mph

## Safeguarding

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In our school, our Christian vision shapes all we do. All members of the school community are committed to upholding the St Michael's Church of England Christian values:

- to show love, care and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

St Michael's Church of England High School is committed to safeguarding and promoting the welfare of its students and requires all staff, visitors and volunteers to share this commitment. The school follows the guidance outlined in the DfE publication Keeping Children Safe in Education (September 2019)

The welfare, safety and wellbeing of our students are paramount. The school's Child Protection and Safeguarding Policy is available on the school's website, in the staff room and on request from the Senior Leadership Team (SLT) or administrative staff. Should you have any concerns about anything in school, please ensure that you report these to a one of the school's designated safeguarding leads (DSL) **before leaving the school site**:

**Mrs C Hill – Deputy Headteacher, DSL**

**Mrs S Beardsmore – Assistant Headteacher for Student Welfare and DSL (part-time)**

If a child discloses anything which causes you concern you should:

- never promise confidentiality
- clarify what the child is telling you, by asking open questions
- reassure the child
- make notes to include the date, time and place of the disclosure but do not ask the child to sign these

**IT IS YOUR RESPONSIBILITY TO SHARE THIS INFORMATION WITH THE SAFEGUARDING TEAM BEFORE LEAVING THE SCHOOL SITE.**

## Health & Safety

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Health and safety is of the utmost importance for everyone at St Michael's Church of England High School.

It is the school's policy to take all steps within its powers to prevent personal injury, health hazards and damage to property. It is also the school's responsibility, as far as is reasonably practicable, to extend this protection to pupils and members of the general public from foreseeable risks.

It is important that all staff within the school and other persons, who may visit or use any site or area of the school, adopt the following standards of working:

- a) to work safely and efficiently
- b) not to misuse any machine or substance
- c) to use the approved protective clothing and equipment
- d) to report any defect in any machine, accessory or electric cabling
- e) to comply with all instructions issued for their safety and to adhere to correct procedures including the use of safety equipment and protective clothing
- f) to take reasonable care for the health and safety of other persons who may be affected by their work

If you require first aid during your visit, please speak to a member of staff.

The school's Health and Safety Policy is available on the school's website and on request from SLT or administrative staff.

Should you have any concerns regarding health and safety, please report these to the member of staff supervising your visit, who will inform a senior member of staff.

## Car Parking

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Car parking is very limited at St Michael's Church of England High School and we would encourage visitors to use public transport where possible.

## Signing In/Leaving School

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All visitors must report to St Michael's Church of England High School reception on arrival and sign in via the Inventory Visitor Management System. An ID badge will be issued. A member of school staff will collect all visitors from reception. All visitors must sign out prior to leaving the school.

Visitors with DBS Clearance must bring this with them on visiting the school.

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## Fire Evacuation Procedure

The fire alarm is signalled by the continuous sounding of the school bells.

If you discover a fire, press the nearest fire alarm button and tell a member of staff. The member of staff should assume the safety of pupils as a priority.

The school assembly point is on the astro turf, next to St Michael's Church of England High School main field.

Please report to a member of staff who will ensure you are recorded as being out of the building.

No one may re-enter the building once the alarm sounds until the all clear is given.