

## Health and Safety

- In the case of a fire/ alarm activation please leave by the nearest exit to the fire point located on the North Yard by the Sports Hall.
- If you are working with students please escort them to the North Yard, where they should assemble in their respective form groups, to be accounted for.
- Please note that all accidents MUST be reported to reception. Where First Aid is required, please report to reception who will contact a designated first aider.

## General

- An accessible adult toilet is situated in the main reception foyer, please do not use any other toilets during your visit.
- Please note that the school operates a NO SMOKING policy throughout the building and grounds.

## Mobile Phones, Cameras etc.

Whilst on site please:-

- Use only in connection with your business and when you are approved to do so.
- Do not take/use images of students unless approved to do so.
- Do not leave equipment unattended.



  
**John Spence**  
COMMUNITY HIGH SCHOOL

# Visitor

# Information

## Pupil Safeguarding

- Enter & exit the site from the main entrance, observe signing in and out procedures.
- You will be issued with a 'Visitor' Sticker/lanyard, this must be worn at all times, so that it is visible. Please return this to Reception as you leave the school site.
- Do not move around the school site unescorted. Please stay within the areas that are necessary for your visit.
- Please note that unless your visit is specifically to work with/support students, then you should only interact with them where you have permission from a member of staff or where you feel they are in immediate danger.
- Please note that this school monitors the use of the Internet by all students, staff and visitors using school equipment as part of its E-Safety Strategy.

## Safeguarding Information

**DSL: Helen Blair**

Helen.Blair@johnspence.org.uk

**Headteacher: Jonathan Heath**

Jonathan.Heath@johnspence.org.uk

**HoY Y7 : Simon Crowe**

Simon.Crowe@johnspence.org.uk

**HoY Y8: Kirsty Wyllie**

Kirsty.Wyllie@johnspence.org.uk

**HoY Y9: Leanne Brown**

Leanne.Brown@johnspence.org.uk

**HoY Y10: Ashleigh Knight**

Ashleigh.Knight@johnspence.org.uk

**HoY Y11: Mark Burnip**

Mark.Burnip@johnspence.org.uk

**North Tyneside front Door**

**0345 2000 109 (office hours) or**

**0330 333 7475 (evenings and weekends).**

## Interactions with Staff & Students

Where your role requires that you interact with staff & students whilst attending School on Local Authority/Partnership/Agency working you must:

- Present your photo ID  
(and any documentation previously agreed between school and the Local Authority or your Partnership/Agency) when requested by our Reception Staff.
- Wear your Photo ID and Visitor's sticker at all times when on the school site.
- Only interact with students as required within your professional capacity and report any instances/concerns/ observations you may have immediately to senior members of school staff (Reception staff will provide advice on how to make this contact if appropriate).
- Please note that inappropriate behaviour or language on site will not be tolerated, in relation to students, staff and visitors.