



Teesside High School

Education as it should be

WELCOME TO TEESSIDE HIGH SCHOOL

All visitors must sign in at main reception and show proof of identity if requested. All visitors will be issued with a badge and this must be visible at **ALL** times while on the school site. Please remember to sign out and hand in your badge once your visit is complete.

ENHANCED DISCLOSURES

All staff and visitors require an enhanced disclosure and barring service check (DBS). If you do not have a DBS check you will not be allowed to work unsupervised with pupils. You will be required to have proof of your DBS check if required when you sign in at reception.

SOCIAL NETWORKING

It is not permitted for visitors to Teesside High School to 'make friends' with pupils of the school on any social networking sites. Communication should be professional and respectful and you should take care not to mention work carried out in school on social media. Members of staff are **not allowed** to 'make friends' with pupils on social media.

FIRE SAFETY

If the fire alarm sounds (one continuous siren), all visitors must gather at the front of the Senior School Student Entrance where they will be registered by a member of SLT.

The lockdown alarm is an intermittent siren. If you hear this sound, please stay with a staff member who will instruct you further.

FIRST AID

In the event of an accident, even if no personal injury is sustained, please contact Reception to request a First Aider or report to the nearest staff member for assistance. If you have a medical condition you would like us to be aware of, please inform us on arrival.

CONFIDENTIALITY

While visiting Teesside High School you may be privy to information about staff and pupils. Under the Data Protection Act 2018 you must never share this information outside of the school.

SMOKING

In line with school policy, Teesside High School is a **NO** smoking or vaping site.

PHOTOGRAPHY

Photography is strictly prohibited anywhere on site unless authorised by a member of staff. Mobile phone cameras must not be used on school site under any circumstances.

CONTACT WITH PUPILS

Maintain professional conduct at all times when working with our pupils. Avoid working with pupils where you cannot be seen by others. Should a pupil say or do anything that causes you concern – please report this immediately to:

Senior Designated Safeguarding Lead – Miss N Stephens;

or Deputy Designated Safeguarding Lead – Mrs C Williams;

Or via email - DSL@teessidehigh.co.uk