

Visitors' Code of Conduct



KING EDWARD VI HANDSWORTH WOOD GIRLS' ACADEMY

Educational excellence for our City

Responsible Board/Committee	King Edwards VI Handsworth Wood Girls School
Policy Type	Standalone
Policy Owner	S Dennis (Lead DSL)
Statutory	Yes
Publish Online	Yes
Date Adopted	December 2025
Last Review Date	December 2025
Review Cycle	Annual
Next Review Date	December 2026
Expiry Date	December 2026
Version	3

General Information

In this school, the pupils always come first. We always expect visitors to work with us in the best interests of the children.

Visitors must refrain from accessing the site where possible during breaks and lunch times.

All visitors must sign in at reception. By signing in you agree to our Visitors' Code of Conduct.

The school expects all visitors to support our nurturing values and ethos of care:

- Respect the vision and values of the school
- Model the best behaviour yourselves, as we try to do; please remain calm at all times
- We ask for your understanding about the complexity of our young people and their individual needs
- We ask you not to judge or intervene in any incidents of pupil behaviour
- Approach school staff to help resolve any issues
- Respect the need for confidentiality. Any issues observed, discussed, or overheard that refer to children, their families or staff should not be discussed out of school.
- Any concerns arising relating to the above should be reported to a Designated Safeguarding Lead immediately.

To support a positive and safe school environment, we ask all visitors to:

- Be polite and respectful to all school users (including other visitors), avoiding all loud and offensive language
- Refrain from using physical or verbal aggression or chastising any adult or child (including your own)
- Behave in a way that does not disrupt the operation of any aspect of the school
- Look after school property
- Follow our Mobile Phone Policy and Online Safety Policy (available on request)
- Stay within the areas necessary for your visit
- Refrain from smoking, consuming alcohol or using any illegal substance (this includes being under the influence)

- Report to the nearest fire assembly point in the event of the fire alarm sounding (back field). In the event you are working with pupils, please make yourself aware of the fire procedures and lead pupils to safety.
- Please ensure you clearly display your red or green ID badge and lanyard at all times whilst on the premises. Report any safeguarding or child protection concerns, along with any issues regarding health and safety. Our Designated Safeguarding Leads (DSLs) are:

Lead DSL's: Stacy Dennis (sdennis@hwga.org.uk) and Emma Jones (ejones@hwga.org.uk)

Deputy DSL 1: Aroosa Liaqat (aliaqat@hwga.org.uk)

Deputy DSL 2: Amy Dingwall (adingwall@hwga.org.uk)

All visitors will be provided with a visitor information booklet (see appendix 1). This contains important information which may be used in the case of an emergency and important safeguarding information.

Abusive and aggressive behaviour will not be tolerated; the school must remain a safe place for all users. If a visitor's behaviour is unreasonable or they are unable to follow our Code of Conduct, we reserve the right to withdraw permission for them to be on school premises.

In accordance with Keeping Children Safe in Education 2025. All visitors must report any concerns witnessed which meet the threshold for a low-level concern or a staff allegation to the Local Authority Designated Officer (LADO) and the Lead DSL/Headteacher when deemed appropriate.

All visitors must also remember to sign out before leaving the academy.

Appendix 1 – Logging a safeguarding concern

1. If you have any safeguarding concerns about any student, then please complete a safeguarding reporting form which is available from reception and give it to any member of the safeguarding team as soon as possible (preferably within 10 minutes of completing it). If you cannot find a member of the safeguarding team, then please seek support from the reception staff or any member of staff you can find.
2. If you have a concern about a student and it is the end of the school day, then please seek support to ensure the student does not go home until they have been spoken to by a member of the safeguarding team.
3. If you have any safeguarding concerns (including allegations) about a member of staff, then please log it on the pink form and give it to the lead DSL (Mrs S Dennis) or the Head teacher (Ms Kiran Takhar).
4. If the concerns is about the Lead DSL then only give the pink form to the Headteacher. If the concern is about the Headteacher then please email your concerns to the Academy's chair of Governors. Contact details are available upon request by emailing: enquiry@hwga.org.uk.

SAFEGUARDING GUIDANCE

QUESTIONS:

Do you have a concern that a student is being physically, sexually or emotionally abused or neglected?

Has a child/young person made a disclosure to you?

Are you concerned that a student could be living in a private fostering arrangement?

If the issue is an urgent child protection concern, please ensure you report it immediately.

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If you have answered 'yes' to any of the above questions, contact the safeguarding team. Record your concerns using CPOM's.

WHO TO REPORT TO

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Mrs S Dennis
DSL Ext. 175
sdennis@hwga.org.uk



Miss A Dingwall DSL
Ext. 127
adingwall@hwga.org.uk



Mrs A Liaqat DSL
Ext. 158
aliaqat@hwga.org.uk

REMEMBER:

- Please do not ask the student leading questions
- You must report concerns relating to FGM, CSE, FM, hSBV and Prevent
- Do not ask children to remove items of clothing and do not ask them to write anything down or sign anything you have written
- Allegations against staff MUST be referred directly to the Headteacher (or to the Chair of Governors if about the Head)

WHAT HAPPENS NEXT?

The Safeguarding Team will gather all of the information, link with multiple agencies and the decision will be made whether a referral to Children's Services or an Early Help Assessment (or other action) needs to be made. Any information the Safeguarding Team are able to share with you will be shared. If you have any questions or a 'gut feeling', then please do not hesitate to seek advice and support from the Safeguarding Team.



Mrs M Morgan
DDSL Ext. 139
mmorgan@hwga.org.uk



Miss K Trojanowska
DDSL Ext. 203
ktrojanowska@hwga.org.uk



Ms N Aziz
DDSL Ext. 116
naziz@hwga.org.uk



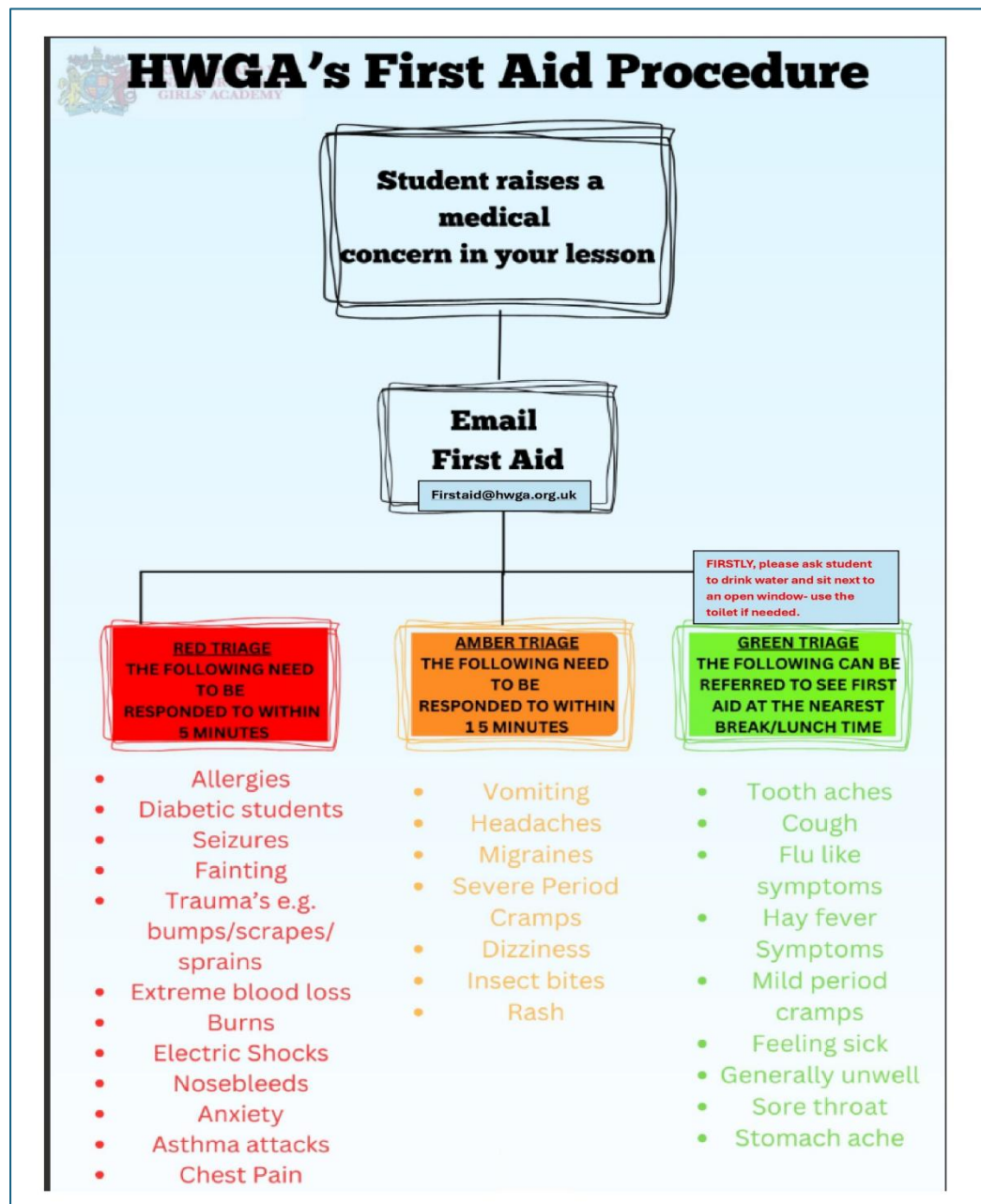
Ms Z Richardson
DDSL Ext. 154
zrichardson@hwga.org.uk

Please remember that Safeguarding is EVERYONES responsibility

Appendix 2 – Reporting a medical concern

All medical concerns must be reported to: firstaid@hwga.org.uk

Please use the flowchart below to triage students before referring them further.
Only if you have completed the flowchart process and the symptoms persist should you send another email.



Appendix 3 - Fire Evacuation Procedure 2025/26

Upon hearing the fire alarm, staff must instruct the students to stop whatever they are doing immediately and to vacate the classroom in silence. Students leave their bags and belongings in the classroom as the priority is to get them out of the classroom as quickly as possible.

Staff **MUST** ensure that the door is **CLOSED** on exit but do not lock them. Staff and students **MUST** leave the building by the **NEAREST** fire exit. If time permits all staff should wear the **orange vests** for clear view of adults on the field.

- Teaching staff must escort their class to the rear playing where they will line up in their form groups as per the layout in Appendix A. Form tutors must check that all students are present and then stand in front of their form group. **They must ensure that their students stand in silence.**
- Any students in isolation will be escorted to the rear playing field by the member of staff supervising them.
- Other staff and visitors will assemble by the entrance to the MUGA to be registered.
- The Attendance Officer will bring the form registers to the Pastoral Managers who will distribute them to their form tutors. Form tutors will then take a register of the students in their form. The registers will be collected by Pastoral Managers, who will clarify attendance with the Chief Fire Marshal & Sandeep Cooner will tick off from the checklist.
- Overseeing and supporting forms to ensure that all the students are present and accounted for:
 - KS3 – Amy Dingwall
 - KS4 – Naghma Aziz
 - KS5 – Zoe Richardson/Aisha Sufi
- Register of staff:
 - Office staff will register all the teaching, support staff, Contractors and visitors.
 - AiP Catering Manager will register all the kitchen staff.

For the full evacuation procedure please use this link: [Full Evacuation Procedure](#)