



CORBY
Technical
School



VISITOR INFORMATION

Corby Technical School

A hub of technical excellence with uncompromising aspirations for all.

Unite | Innovate | Persevere

Brooke Weston Trust

Our mission is to transform educational under-performance in the hardest places by making long term commitments to communities to improve achievement. We champion new approaches to improve life chances for young people.

Our five core values support this mission and shape every aspect of our culture.



Welcome

Corby Technical School is committed to providing a duty of care to all people on site, including visitors and contracted workers. We require all visitors to consider their own safety and that of others, to comply with site guidance and requests, as well as maintain and protect our environment. We require all incidents or injuries, potential concerns and unsafe conditions to be reported to the host member of staff. This reporting element also extends to requests for further information or clarification.

Safeguarding is paramount at Corby Technical School which is why we operate with consistently upheld protocols. We appreciate your support in these matters and hope you enjoy your visit to our school.

Signing in

All visitors must report to reception upon arrival, sign the visitors' book and receive a visitors' badge. You will then be asked to wait until your host member of staff arrives to escort you to the appropriate area of the school. Please ensure you wear your visitors badge at all times.

Signing out

Please do not leave the site without the knowledge of your host, as well as signing out in the visitors' book.

Inclusive access arrangements

Corby Technical School have inclusive access, please ensure your host is made aware of any requirements. If you feel you may not be able to evacuate the building quickly during an emergency, please ensure your host has made the necessary arrangements.

Fire alarm & emergency procedures

A continuous bell indicates a **fire alarm** and an immediate evacuation of the building. If this occurs, please leave the building via the appropriate exit and assemble at the designated assembly point (car park). Then register with a member of staff so we can ensure everyone has evacuated the building.

In addition, please do not re-enter the building until directed by a member of the Senior Leadership team. If you observe a fire please activate the nearest fire alarm and follow the fire alarm procedures above.

Smoking

Smoking is **not** permitted within any buildings, or on any grounds of Corby Technical School.

Mobile phones

We recognise that mobile phones are part of today's society and day to day life. However we request that mobile phones are not used whilst in school. If you need to use your phone in an emergency please do so discreetly and not in view of students. Taking photographs of students on a mobile device is **not** permitted.

Security

Visitors must ensure they only enter areas of the school which have been designated by their host. Staff and students will ask for identification from any visitor on site, especially if they fail to wear a visitors' badge. Disclosure and Barring (DBS) documentation is required for any visitor or contractor who will be left unattended by their host.

Safe behaviour

Please ensure you exercise safe behaviour at all times. This includes:

- ▶ Considering actions and potential accidents or consequences
- ▶ Safe use and authorisation of machinery and equipment
- ▶ Use of appropriate signage and/or cordoned areas when required
- ▶ Not overloading when moving items around the school

Food & drink

It is part of our ethos that food and drink is only consumed in the restaurant and designated meeting rooms.

Safeguarding

The protection of our students from any form of abuse is the responsibility of all staff and visitors at Corby Technical School and supersedes all other expectations.

Responsibilities of visitors & volunteers

We insist all personal conduct from adults on site be considered as role model behaviour. We consider it of great importance that students are always exposed to positive interaction, that will benefit them in their development towards young adults.

Please ensure that:

- ▶ Appropriate relationships are maintained, based on mutual respect and trust
 - ▶ Personal details are never exchanged with students
 - ▶ You are never left isolated with students or in a 1-1 situation, unless
- a) A DBS has been presented and accepted by the administration team **and**
 - b) You have been instructed by your host or a member of the Senior Leadership team

What if I have concerns about a student at Corby Technical School?

If, whilst on site, you have concerns about a student you must report these to your host or a member of the Senior Leadership team immediately. They will then follow the school procedures for safeguarding, which includes reporting the situation to a designated Senior Lead.

Concerns may include

- ▶ Comments made by a student
- ▶ Comments made to a student
- ▶ Suspicion of bullying or abuse (physical, emotional, sexual or neglect)
- ▶ Disclosure

What should I do if a child discloses that he/she is being harmed?

Forms for recording information of this nature can be found in all offices around the school.

Once signed and dated, forms should be handed directly to a designated Senior Lead.

What should I do if the alleged abuser is a member of the school staff?

You should report the allegations to the Principal.

What should I do if the alleged abuser is the Principal?

You should report the allegations directly to the Chief Executive.

Volunteers & regular visitors

Thank you for your interest in Corby Technical School, your support is very much appreciated. If you are working directly with any of our students on site, we will require an enhanced DBS Disclosure. This, along with our vigilant supervision ensures unsuitable adults are prevented from working with our students.

If your personal circumstances change and you become the subject of a criminal investigation, caution or conviction, you must inform the Principal immediately.

Thank you for ensuring the safe environment of Corby Technical School and the safety and security of our staff and students. If you have any further questions, please ask your host or a member of the Senior Leadership team.

Safeguarding Leads:

Miss Elizabeth James
Vice Principal

Mrs Linda Arnold
Vice Principal

Mrs Emma Toye
Attendance and Welfare Officer

Mrs Angela Reynolds
Principal



CONTACT US



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