

## Visitor Information

As a visitor, you have a responsibility to care for your own and other's health and safety. Please report concerns to the Academy office.

Safeguarding and Child Protection are a priority for all who work and visit the Open Academy.

The Academy operates a policy of restricting unsupervised access to children to those who have undertaken Enhanced DBS checks. Adults visiting the site for meetings do not require a full DBS check as they will be accompanied at all times and must not approach or speak to a child without a member of staff present.

If a visitor has any concerns about the conduct of a member of staff or volunteer, this should be reported to the Principal. If the concern is about the Principal then they should contact the chair of governors through reception.

Concerns can be reported directly to Norfolk  
Children Services on: 0344 800 8020

## Visitor Procedures

- All visitors must sign in at reception
- All visitors will be issued with a badge which must be displayed at all times while on site
- Visitors must not use a smart phone or camera on site
- Do not post any photos of the academy or children on social media
- Visitors should use staff or disabled toilets
- Smoking is not permitted anywhere on site
- Visitors must sign out at the main reception and return their visitors badge before leaving the site

**All relevant policies can be found on the  
Open Academy website:  
[www.open-academy.org.uk](http://www.open-academy.org.uk)**

## Safeguarding Information for Visitors and Volunteers

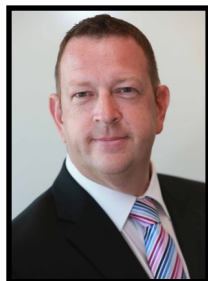
Please ask to see our safeguarding policy or  
Designated Safeguarding Lead if you need more  
information

Please ensure you are familiar with the  
safeguarding procedures for our Academy



## The Safeguarding Team

If you have any concerns relating to the safety of a student, you can contact any of the following staff:



Jon Ford - Principal

Designated Safeguarding Lead



Luke Davis - Safeguarding Officer

Alternate Designated Safeguarding Lead



Kate Wenlock - Assistant Principal

ADSL - Year 11



Kevin Ward - Vice Principal

ADSL - Years 9 / 10



Mr Richardson Assistant Principal

ADSL - Year 8



Jo Clayton - Sexual Harms

ADSL



Sally-Ann Hewitt-Coleman - SENDCO

Alternate Designated Safeguarding Lead



Ian Fisher Assistant Principal

ADSL - Year 7



Leila Molloy - Head of Sixth Form

Alternate Designated Safeguarding Lead