

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**

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:



Phillip Wilkinson - Assistant Principal
Designated Safeguarding Lead



Kevin Ward - Vice Principal
Alternate Designated Safeguarding Lead



Jon Ford - Principal
Alternate Designated Safeguarding Lead



Luke Davis - Safeguarding Officer
Alternate Designated Safeguarding Lead



Leila Molloy - Head of Sixth Form
Alternate Designated Safeguarding Lead



Kate Wenlock - Assistant Principal
Alternate Designated Safeguarding Lead



Sally-Ann Hewitt-Coleman - SENDCO
Alternate Designated Safeguarding Lead