



## Expected standards of conduct

The Edge Academy believes that all of its visitors are entitled to be treated by others in a way that respects their rights and feelings and values them as individuals.

The academy has a firm commitment to equality of opportunity and will not tolerate any form of discrimination, bullying harassment, threats or abuse, by or against its visitors, workers and volunteers on grounds of race, sex, disability, religion or belief, sexual orientation, age, marital status or otherwise.

All visitors, workers and volunteers to the academy premises, or carrying out the business of the academy off site, are therefore expected to:

Behave in a controlled and dignified manner and avoid hostile, threatening or aggressive language and behaviour that may cause offence, attract unfavourable publicity or otherwise bring the academy into disrepute.

Visitors, workers or volunteers who persist in behaviour contrary to the above principles may be asked to leave the premises or otherwise discontinue their engagement or association with the academy. The police may be informed as appropriate.



**All visitors, workers and volunteers should wear their ID badge at all times whilst on the academy premises.**

**Please sign out at reception when you are leaving the academy and hand in your ID badge to a member of reception staff.**

**Thank you for reading this important information and for your help and co-operation in keeping The Edge Academy community safe for learning.**

**We hope that you enjoy your visit to The Edge Academy.**

The Edge Academy, 946 Bristol Road South,  
Northfield, Birmingham, B31 2LQ.

Tel: 0121 533 5858  
Email: [info@theedgeacademy.co.uk](mailto:info@theedgeacademy.co.uk)



## Information & Safeguarding Procedures for workers, visitors or volunteers

**Guidance for adults visiting or working on our academy site**

**The Edge Academy is committed to the safety and protection of all its staff and students.**

## Safeguarding Children and young people

The Governing Body assures all visitors, workers and volunteers a warm welcome to The Edge Academy whatever the purpose of their visit.

The academy has a legal duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care incorporates the duty to 'safeguard' all students from subjection to any form of harm, abuse or nuisance.

You have a personal responsibility to comply with the academy's safety policies in order to ensure your personal safety and that of others. These will be made available for your inspection on request.

There can be no complacency where child protection and safeguarding procedures are concerned.

Please follow this guidance and help us to keep The Edge Academy safe for learning.

## Visitor Arrival Information

On Arrival, please ensure that you sign in at reception and collect a visitor's ID badge. It is imperative that you wear the badge at all times during your visit to the academy and that it is visible. Please ensure that you sign out when exiting the building and hand in the visitor's ID badge back to reception.

Vehicles are parked on the academy site at your own risk.

Please take care of your valuables. The academy cannot be held responsible for any personal effects.

The academy operates a 'No Smoking' Policy which includes the building and all surrounding grounds.

We expect that the appropriate behaviour/language should be maintained at all times on the academy premises.

We have a responsibility to protect our staff and students from violence and will not tolerate any form of violence at any time.

## Child Protection

The designated Child Protection members of staff are as follows:

Jackie Bailey Deanne Davies Andy Wakefield



Assistant Principal



Safeguarding Officer



Principal

Should you hear or see something that gives you cause for concern regarding the safety of a student, please report this immediately to the designated staff members or a senior member of staff.

## Fire Safety

In the event of a fire or emergency evacuation, please follow the emergency evacuation procedure which is displayed in prominent positions around the academy.

A prolonged sounding of the fire alarm signifies an emergency evacuation of the premises.

## First Aid

For first aid facilities, please contact reception.