

## Visitor Arrival Information

Our aim is to provide a safe and secure environment for all students, staff, volunteers and visitors. As a school we are committed to safeguarding and meeting the needs of children and young people and we hope this leaflet will provide useful direction when working with young people at the Edge Academy.

All members of staff will wear photo identity badges at all times. All visitors should report to reception on arrival and sign in at the digital console. Visitors will be issued with a printed photographic badge that should be worn and visible at all times.

If you are issued with a key or electronic access fob, this must be returned to the reception before you leave the site. Any loss of key or access fob must be reported immediately. All gates or doors must be secured/locked when not in use.

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.

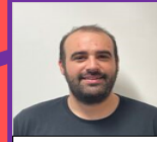
The academy operates a 'No Smoking' policy which includes the building and all surrounding grounds.

There can be no complacency where safeguarding procedures are concerned.

Please follow the guidance contained within this leaflet and help us to keep the Edge Academy safe for learning.

**Unleashing Greatness**

# OUR Safeguarding TEAM



Calum Hill

Designated Safeguard Lead



Jas Greene

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Claire Fairburn

Designated Safeguard Persons



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Designated Safeguard Lead

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Scan the QR here to view The Edge 'Safeguarding' website information and guidance



**Safe, Ready, Respectful**



**Safe,  
Ready,  
Respectful**



**Information and Safeguarding Procedures for visitors, parent/carers and volunteers 2023/2024**

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

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