



أكاديمية جيمس ويلينغتون واحدة السيليكون
GEMS Wellington Academy
SILICON OASIS

PL208 - Visitors

First Implementation date | September 2015

Date last reviewed | January 2025

Reviewed by | Alison Baldwin

At WSO we are committed to ensuring a safe environment for our community; offering both students and staff on site the reassurance that all visitors are aware of our expectations and also for visitors to know they are attending a safe environment.

Site Access

- Please discuss parking and gate access arrangements with your host prior to arrival and agree expected arrival times so Security can be made aware.
- Please sign in with Security, where you will be issued a Visitor badge. Please ensure this badge is visible at all times whilst on site. Security will direct you to Reception, or elsewhere on site if necessary, to meet your host.
- Wear clothing which is culturally sensitive, appropriate for the tasks to be undertaken and absent of any political, religious or otherwise contentious slogans.

Site Security

- Security are on site 24/7 and they can be contacted on 052 510 5120 if you need assistance, or you can alert any staff member if anything concerns you during your visit.
- We have CCTV cameras across site and on external gates.
- Please respect school property and equipment and report any damages which may occur during your visit.

Health and Safety

- There are two fully equipped Clinics on site, plus 1st Aid boxes at various locations around the site.
- AED/defibrillator units can be found next to the Academy Clinics, Swimming Pools, Sports Halls and the two main Security Guard houses at Gates 5 and 8.
- Should you need to call emergency services while on site, you may be asked for the school 'Makani' number which helps emergency services pinpoint your location, and this is **37449 78931**.
- All accidents, minor and major, must be reported to a member of staff, or alert Security if this happens outside school hours.
- Fire alarm trigger points can be found throughout the Academy if you need to raise a manual alarm on finding a fire/smoke.
- The school operates a strict 'No Smoking', 'No Vaping' and 'No Alcohol' policy which includes the school grounds and car parks and applies at all times.

- Access to privileged information must remain confidential and must not be shared and not be used for any other purpose other than the business related to the school.

Emergency Procedures

- **Evacuation:** you will be pre-warned if we are expecting a fire drill during your visit, so in the event of hearing the alarm, please always treat this as an emergency situation and proceed to the 'Visitor Assembly Point';
 - Inside Gate 4 if you are visiting our Primary School for a meeting, or you may be asked to stand *outside* the gate on the perimeter pavement if you are attending as part of a large event.
 - Secondary Sports Field if you are visiting our Secondary SchoolStaff will guide you to these locations or use the directional signs around the site to proceed to the assembly point using the nearest exit.

At the assembly point it is important that you continue to display your Visitor identification and that you remain at the assembly point until the all clear is given to return inside.

- **Lockdown:** there would never be a drill for this, so if you hear a Lockdown announcement, treat this seriously. In the event of a Lockdown announcement, please proceed to the nearest classroom or office and ensure the door is locked and the lights are switched off. School Management will guide you when the Lockdown has ended.

Child Protection

- Student bathrooms are labelled as such, so please only use the non-student bathrooms – staff can show you where to find these.
- If you see anything that concerns you during your visit, please raise this immediately with your host or a member of the Academy Management Team.
- Understand that physical contact can be easily misinterpreted #
- Never put yourself in a situation where you are alone with a child #
- Be aware of cultural or religious views about touching and be sensitive to issues of gender #

If the nature of your visit to the Academy requires you to work directly with students or to have physical contact with them, full guidance can be found in the Academy's 'Safeguarding' and 'Guidance for Safer Working Practice' policies, so please ask your host to make you aware of our safeguarding rules if working alone with students alone.

Photos and Videos

- Please do not take photos or videos where people are in the shot without prior agreement from the host or the person in the photo/video. If the nature of your visit to the Academy requires you to take photos or videos, further guidance can be found in the Academy's '*Guidance for Safer Working Practice*' policy, so please ask your host to make you aware of these rules.