

## EXPECTED STANDARDS OF CONDUCT AND DRESS

St. Anne's Catholic High School for Girls believes that all of its workers, visitors and volunteers are entitled to be treated by others in a way that respects their dignity (i.e. rights and feelings), and values them as individuals.

The School 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 on School premises, or carrying out the business of the School off site, are 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 name of the School into disrepute
- be neat, smart and professional in appearance (including traditional/national dress or appropriate personal protective clothing), and avoid 'casual' or revealing clothing, for example jeans, vests, shorts, trainers and flip flops
- ensure that make up, jewellery, body piercing, or tattooing is discreet and appropriate to the school environment
- no headwear except that associated with religious expression and/or traditional/national dress or appropriate personal protective clothing

Workers, visitors and 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 School. The Police may be informed where appropriate.

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Thank you for reading this important information and for your help and co-operation in keeping the School safe for learning. We hope you enjoyed your visit to St. Anne's Catholic High School for Girls

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**Please sign out using the Inventory System  
at Reception when you are leaving**

## INFORMATION & SAFEGUARDING PROCEDURES FOR WORKERS, VISITORS AND VOLUNTEERS

Guidance for adults working, visiting or  
volunteering on our school site

St. Anne's Catholic High School for Girls  
is committed to the protection and  
safety of its students and staff



*'Act justly, love tenderly, walk humbly with your God'*

## WELCOME



We are very pleased to welcome you to St. Anne's Catholic High School for Girls. Whatever the purpose of your visit here today, you will find dedicated and talented teams of staff, hard-working and engaging students and very supportive parents. We have extremely high expectations and are all very proud of our students and School.

This leaflet contains information you need to know, so please take a short time to familiarise yourselves with its contents.

We hope that your visit here is a pleasant one.

Mrs Emma Loveland  
Headteacher

## VISITOR ARRIVAL

***On arrival, please ensure that you sign in at Reception using our Inventory System:***

- It is imperative that you wear the badge and that it is visible at all times. Please do not be offended if staff ask to see your badge if it is not clearly visible.
- Please ensure that you sign out when leaving the building via the Inventory System.
- Vehicles are parked on site at your own risk.
- Please take care of your valuables. The School cannot be held responsible for any personal effects.
- The School operates a No Smoking policy.

We expect appropriate behaviour and language whilst on the school premises.

We have a responsibility to protect our staff and students from any form of abuse or aggression, and we will not tolerate any offending behaviour at any time.

## SAFEGUARDING CHILDREN AND YOUNG PEOPLE

***The School 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 School's safety policies to ensure your personal safety and that of others. These will be made available for your inspection on request, or can be found at:

There can be no complacency where child protection and safeguarding procedures are concerned. Please follow this guidance and help us to keep the School safe for learning.



Mrs Emmanuelle Danneau-Joyce is our Designated Safeguarding Lead and should you hear or see something that gives you cause for concern regarding the safety of a student, please report this immediately to Reception or in writing to: danneaujoycee@st-annes.enfield.sch.uk

## FIRE SAFETY

In the event of a fire or emergency evacuation, please follow the emergency evacuation procedures which are displayed in prominent positions around the school (please request a paper copy for those working outside of the building).

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

## LOCK IN PROCEDURE

If for any reason a situation occurs to trigger a lockdown situation, the school's bell will ring 10 times:

***Should a Lock In occur -***

1. Please turn mobile phones off (note, this is Police Advice).
2. For an intruder alert, all entrances to the school will be secured to prevent the potential intruder from entering the premises.
3. Workers, visitors or volunteers (as well as students and staff) must find a suitable place to protect themselves.
4. You will be notified when it is safe to resume your business within the school.

## FIRST AID

For First Aid facilities, please contact Reception on 020 8886 2165