



Westhoughton  
HIGH SCHOOL

# Visitor's Guide

## Welcome

Whilst you are waiting please take the opportunity to read this leaflet, which contains important information in relation to personal safety and safeguarding. We hope you have an enjoyable and safe visit. We pride ourselves on providing an environment in which all staff, students and visitors feel safe and respected. Reception will issue you with a visitors' pass and you are required to wear this at all times during your visit.



# Safeguarding

We are committed to safeguarding and promoting the welfare of our young people and we expect all staff and visitors to share this commitment. If you have any concerns about a child you should raise them straight away with a member of staff. The school Designated Senior Leads for Safeguarding are:

Mrs Unsworth - Deputy Headteacher

Mrs Torrance - Assistant Headteacher

Ms Uehlein - Family Liason and Safeguarding Officer

Mrs Arstall - Multi Agency Working Officer

Miss Beattie - Behaviour Support Manager

Miss Taylor - Coordinator for Special & Additional Needs

# Fire Procedures

If you discover a fire, take action by alerting a member of staff or activating the fire alarm. In the unlikely event that the fire alarm should ring during your visit to school, please leave by the nearest available exit. Do not enter any part of the school building until the 'all clear' is given. Muster station for visitors during the school day at the main school entrance. A member of staff will check your presence.

**PLEASE DO NOT LEAVE THE SCHOOL SITE UNTIL YOU HAVE BEEN CHECKED OFF THE REGISTER.**



## Invacuation

In the event of an invacuation (lockdown for safety due to an emergency situation), visitors and contractors should proceed to the nearest office or supervised classroom as quickly as possible, lock the door behind them using the thumb turn and close any windows and blinds. Visitors are politely requested to refrain from using any mobile or internet device during an invacuation until the all clear is given.

## CCTV

Images are being recorded for the purposes of the safety of our students, members of staff and visitors.

## First Aid

This building is equipped with first aid facilities. A Defib and qualified first aiders are available. Should an emergency occur, please inform a member of staff or dial 0 for Reception on the nearest telephone and state the nature of the emergency, your location and your name. A first aider will attend as soon as possible.

## Prevent

**Materials / Presentations** The school reserves the right to vet presentations or materials for distribution to its students to ensure the contents comply with statutory law on extremist views and radicalisation.



# LEARN



Look after each other • Enjoy our school • Aim high  
Respect one another, ourselves & our school  
Never stop learning

## Westhoughton High School

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