



## **INFORMATION FOR VISITORS**

Head of School

Dawn Evans

2025-2026



## **A Warm Welcome to Our Visitors**

**Thank you for your contribution to the smooth running of the school**

### **THE ROLE OF SUPPLY STAFF**

Supply teachers and teaching assistants are essential to the smooth functioning of the school. We rely upon you to ensure that in the absence of our staff the educational programme continues. In order to achieve consistency, we would ask that the following procedures be followed:

Teachers should

- start the session by taking a register, a generic log on is available for supply staff
- complete the work set by the class teacher
- collect the work and resources in at the end of the day and ensure that the room is tidy

### **CONTACTS YOU MAY NEED**

|                               |                                                                                                                                                                                                           |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Head of School:               | Dawn Evans                                                                                                                                                                                                |
| Deputy Head                   | Jenny O'Neill                                                                                                                                                                                             |
| Senior Business Manager:      | Alison Brennan                                                                                                                                                                                            |
| Assistant Headteachers:       | Lyndon Haworth (Wednesday, Thursday, Friday)<br>David Hartley (Monday to Friday)<br>Julie McAllister DSL (Monday to Friday)<br>Andrew Grainger (Monday to Friday)<br>Francesca Dearden (Monday to Friday) |
| Deputy DSL & Attendance Lead: | Rachel Podmore (Monday to Friday)                                                                                                                                                                         |

#### Guest WIFI details

Username – Firwood Guest

Password – Guest@Firwood

## CHILD PROTECTION

If you have a child protection concern our Designated Safeguarding Lead is Julie McAllister. Our Deputy Safeguarding Leads are Rachel Podmore, Dawn Evans and Catherine King. Firwood's pastoral email address is [pastoral@firwood.bolton.sch.uk](mailto:pastoral@firwood.bolton.sch.uk).

Alternatively, if you are worried about a child in Bolton you can contact a social worker at the Integrated Front Door by calling **01204 331500** and pressing Option 2. Phone lines are open Monday to Friday - 8:45am to 5pm. For out-of-hours or bank holidays, call the Emergency Duty Team on 01204 337777.

## SCHOOL VISITORS AND SAFEGUARDING

Safeguarding measures are in place for any adult visitor who is not employed directly by the school (whether paid or unpaid). All visitors must report to the main reception. No visitor is permitted to enter the school via any other entrance under any circumstances. At reception, all visitors must state the purpose of their visit and should be ready to produce formal identification on request. They will be asked to sign-in. A visitor's badge, displayed in a school lanyard, must be worn at ALL times whilst the visitor is on site and it must remain visible throughout their visit.

Visitors with appropriate DBS and ID checks, will be issued with a green lanyard and those without DBS checks with a red lanyard. **Red badge visitors will never be unaccompanied.** Visitors will then be escorted to their point of contact or their point of contact will be asked to come to reception to receive their visitor. The contact will be responsible for their visitor while they are on site. The visitor must not be allowed to move about the site.

## DRESS CODE

Across all our Woodbridge Trust sites and College, staff are asked to dress in a way that promotes our Trust as a highly **professional** organisation.

The way in which our staff dress should therefore be, of a **professional** nature and reflect a positive **professional** image. Staff should set standards as role models for our children and students both in school and in the wider community.

We require that you wear **professional**, smart clothing with suitable footwear.

We please ask that you refrain from wearing clothes that are inappropriate in any **professional** setting e.g. strappy or low-cut tops, hoodies, casual shorts, short dresses /skirts, combat / cargo trousers, denim or any clothing with large slogans.

Staff are required to wear appropriate footwear and clothing particular activities e.g. for P.E. / DoF 'expeditions' / gardening etc.

If you do decide to wear a certain shoe type that may not be deemed suitable then this is based on your own assessment of the risks however, flip flops, sliders, crocs and any other beach type shoes must **not** be worn.

Across Woodbridge Trust staff need to balance looking smart whilst also being able to perform the many practical and physical tasks that are involved in their role

**Clothes that should not be worn are:**

- Vest tops
- Strappy dresses
- Shorts – of any length
- Transparent items
- Leggings, jeans or clothes made of jean material regardless of colour.

**Also**

- Underwear should not be on show or gaps in clothes to reveal midriffs
- Hair styles should not be extreme in cut or colour
- Facial or visible body piercing should be removed unless small and discrete
- Tattoos should be covered from view as much as possible.
- Jewellery that may cause injury to the staff or student (eg sharp objects / dangling objects that can be pulled)
- Finger nails (either real or acrylic) should not be excessive in length and not have pointed tips. Stick on nails or equivalent are not allowed
- False eye lashes – semi-permanent individual lashes are permitted however 'party' and 'strip' lashes are not allowed
- Smart watches / 'fit-bits' should only be used in their capacity as a watch and not any other smart phone technology. All notifications must be turned off during class time.

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| <b>THE SCHOOL DAY</b> |
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Registration 9:00-9:30am

Period 1- 9:30-10:30am

Break- 10:30-10:45am

Period 2- 10:45-11:50am

Lunch- 11:50am- 1:00pm

Period 3- 1:00-1:50

Break- 1:50-2:05

Period 4- 2:05-3:00

End of day choose & Transition to buses- 3:00-3:30pm

## **FIRE ALARM – EMERGENCY PROCEDURES**

- The evacuation procedure and plan of the school are displayed in every classroom. Please familiarise yourself with the information provided and establish your means of escape.
- If the fire alarm sounds, please evacuate the room in an orderly manner, escorting the pupils to the outside of the building by the nearest exit. Each ground floor classroom has its own fire exit which leads out onto the Fire Evacuation Meeting point. Adults and pupils on the upper level should use the fire escape stairs. Adults and pupils in wheel chairs will be brought to the ground floor in an appropriate lift.
- Adults and pupils should assemble quietly at the designated point, **on the Bus Park**
- Registers must be taken
- Take the register, if any pupils are missing notify the person in charge
- Wait for further instructions quietly
- You must not re-enter the building until instructed that it is safe
- If you are a visitor in school, please follow the instructions of the member of staff you are with.

## **FIRST AIDERS**

- Cassie Deveraux, Daniel Evans-Tomkinson, Tracey Laycock, David Longworth
- All hydro trained staff

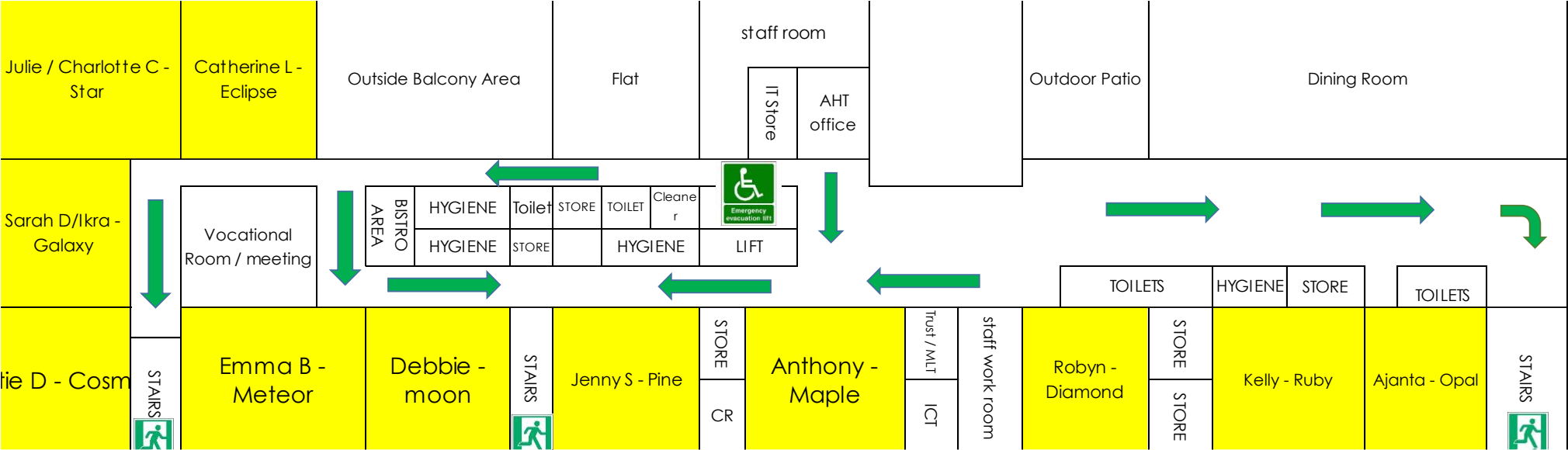
## **MEDICINES IN SCHOOL**

Pupil's medicines are stored securely in medical trolleys in the medical room or locked cupboards in the sensory classrooms. In some cases, inhalers are stored securely in classrooms for specific pupils. Inhalers and required medication will accompany pupils on trips, during PE and during an emergency evacuation procedure. Medicines are signed in, transcribed and administered by Firwood staff who are trained and deemed fully competent to do so.

## **POSITIVE BEHAVIOUR POLICY**

Some pupils at Firwood can display challenging behaviours. These pupils are identified and staff, parents and pupils use an Individual Behaviour Plan to ensure positive behaviours are modelled and promoted at all times.

UPPER LEVEL



LOWER LEVEL

