



**Romero**  
Catholic Academy Trust



**All Saints'**  
Roman Catholic High School,  
A Voluntary Academy

Headteacher:  
Address:  
Telephone:  
Email:  
Website:

Mr Brian McNally, MA, BSc (Hons), NPQH.  
Haslingden Road, Rawtenstall, Rossendale, Lancashire, BB4 6SJ  
01706 213 693  
office@allsaintshigh.lancs.sch.uk  
www.allsaintshigh.lancs.sch.uk

## **Welcome to our school!**

**We all take responsibility for promote safeguarding and health and safety of those in our community.**

**Please read the following and enclosed information carefully to enable you to do so during your time at All Saints' Catholic High School.**

### **This leaflet refers to:**

- Staff (personnel with a school contract and paid by school);
- Visitors (may include governors, agency staff, contractors, families and others).

Policies and guidance documents are available on our website, our shared staff drive (I > School Policies > Policies), or on request from the SBM. Key documents are available in the Visitor and Contractor Induction Folder.

### **Conduct**

Staff and visitors must act in accordance with the school's mission statement, and according to safeguarding and health and safety expectations.

### **Visitors should:**

- follow directions and sign in at the main reception;
- show photo ID when signing in;
- wear their visitor badge at all times;



**Romero**  
Catholic Academy Trust



**All Saints'**  
Roman Catholic High School,  
A Voluntary Academy

Headteacher:  
Address:  
Telephone:  
Email:  
Website:

Mr Brian McNally, MA, BSc (Hons), NPQH.  
Haslingden Road, Rawtenstall, Rossendale, Lancashire, BB4 6SJ  
01706 213 693  
office@allsaintshigh.lancs.sch.uk  
www.allsaintshigh.lancs.sch.uk

- be escorted by school staff while on the premises (the only exceptions are for personnel who have undergone a safeguarding check with the SBM, or on open days when staff are supervising visitors across the site);
- ask for advice if you are unsure about anything;
- report to, and sign out at, the main reception on completion of your visit.

Please do not:

- talk or make physical contact with students (unless explicitly agreed with school staff, as part of the purpose of your visit);
- share (give or receive) personal information with students;
- use personal mobile devices in the presence of students;
- move around the school, or work with students, without supervision.

Staff and regular visitors should ensure they are familiar with the Code Of Conduct.

### **Safeguarding**

The School's Designated Safeguarding Lead is Mr Paul Sexton. Deputy DSLs are Ms Hannah Lavery and Mrs Danielle Stretch.

If you have a safeguarding concern, please:

- Report it immediately to your supervising staff member or Reception, who will inform the DSL.
- Write it down (in pen, and sign and date the note,) and hand this to the SBM or Head's PA, to record.



**Romero**  
Catholic Academy Trust



**All Saints'**  
Roman Catholic High School,  
A Voluntary Academy

Headteacher:  
Address:  
Telephone:  
Email:  
Website:

Mr Brian McNally, MA, BSc (Hons), NPQH.  
Haslingden Road, Rawtenstall, Rossendale, Lancashire, BB4 6SJ  
01706 213 693  
office@allsaintshigh.lancs.sch.uk  
www.allsaintshigh.lancs.sch.uk

- When speaking to students do not ask leading questions or investigate, and never promise confidentiality – explain that you need to tell an appropriate member of school staff.

All staff and regular visitors must receive a **safeguarding induction** - this may take the form of face-to-face training, or reading the Safeguarding Induction Pack.

School staff must read Keeping Children Safe In Education Part 1; Guidance on Safer Working Practice; Safeguarding and Child Protection Policy; Code of Conduct; Whistleblowing Policy. Regular visitors are also encouraged to read these documents.

### **Health and Safety, and Security**

The School's Health and Safety Officer is Mrs Kate Hodson. All staff and regular visitors must undertake a Health and Safety induction, and read the Health and Safety Policy.

**Evacuation** procedures are on the back of visitor badges, and on the large yellow posters in every room. Please speak to a member of staff about specific fire evacuation procedures for the area you will be working in.

Our emergency evacuation signal is the fire alarm.

On discovering a fire or incident, please raise the alarm at the red call points.

Upon hearing the alarm sound please follow the emergency signage and make your way out of the building, to assemble on the playground.



**Romero**  
Catholic Academy Trust



**All Saints'**  
Roman Catholic High School,  
A Voluntary Academy

Headteacher:  
Address:  
Telephone:  
Email:  
Website:

Mr Brian McNally, MA, BSc (Hons), NPQH.  
Haslingden Road, Rawtenstall, Rossendale, Lancashire, BB4 6SJ  
01706 213 693  
office@allsaintshigh.lancs.sch.uk  
www.allsaintshigh.lancs.sch.uk

All staff and visitors must ensure they are familiar with **risk assessments** relating to their activities (I > Archive > Risk Assessments).

As a minimum visitors should review the risk assessments covering 'Premises' and 'Visitors'.

The school has a number of **first aid** trained staff, who are listed on posters around school.

In an emergency please contact Reception (internal extension 202) or the General Office (internal extension 203) for assistance.

The school premises contain areas of asbestos, which are kept safe through our **Asbestos Management Plan**.

No-one should disturb the fabric of the building (i.e. drill holes, or move ceiling tiles) without consulting the Asbestos Management Plan and signing the Register.

In some areas specific signage may give additional direction to premises users.

Further information should be sought from the SBM or H&S Officer.

### **School Life**

The Staff Handbook, produced annually, contains a wealth of information which is useful for new visitors, including who's-who, maps and timetables.

**If you have any queries or concerns relating to your visit to our school, please ask the Receptionist who will guide you to the appropriate person to assist you.**