

UTC Reading Visitor Information

We hope that your visit to UTC Reading will be enjoyable, informative and safe. Please familiarise yourself with the following guidance which is intended to ensure the health, safety and security of all visitors.

Visitor Procedures

- All visitors must sign in at Main Reception, whereby we will check your identity, (ID may be requested).
- All visitors will be issued with an appropriate pass which must be displayed at all times whilst on the site. Pink lanyards for visitors with a valid DBS and red for no DBS.
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site if they do not hold a valid DBS which has been provided to the school.
- All visitors must sign out at the Main Reception before leaving the site.
- Visitors wishing to see a particular member of staff should contact the school to make an appointment. If you are seeking an urgent appointment, please report to the Main Reception and we will arrange for you to see a member of staff.

Fire Evacuation, Lock Down

- The Fire alarm is a continuous bell, stay with your staff host who will guide you to the nearest fire exit. The Fire Evacuation Muster Point is the field directly behind the school.
- Do not re-enter the building until told it is safe to do so.
- The Lock down alarm is an intermittent fire alarm - In the event of security alerts, dangerous occurrences or external conditions, the school will go into lockdown. Your staff host will explain the protocol according to whereabouts in the building you are located.

Safeguarding

As an adult upon our school site you have a duty of care towards our pupils. This means you should act, always, in a way which is conducive to their safety and welfare. If you have concerns about a child, particularly if you think she/he may be suffering, or at risk of suffering, harm, it is your responsibility to share this information promptly with:

Designated Safeguard Lead (DSL)

Lee Reynolds – lee.reynolds@utcreading.org.uk

Deputy Designated Safeguarding Leads (DDSL):

Jennie Thomson – jennie.thomson@utcreading.org.uk

Charlotte Tennant – charlotte.tennant@utcreading.org.uk

Julie Hooper – Julie.hooper@utcreading.org.uk

The following is not an exhaustive list, but you might become concerned as a result of:

- Seeing a physical injury which you believe to be non-accidental.
- Observing something in the appearance of a pupil that leads you to think that his/her needs are being neglected.
- Witnessing behaviour that gives you cause for concern.
- A pupil disclosing to you that they have been subjected to some form of abuse

Smoking and Vaping

UTC Reading operates a strict no smoking or vaping policy across our entire school site.

First Aid & Medical Conditions

For all first aid requirements please contact the school office, where a first aid trained member of staff will be arranged to help.

If you have a pre-existing medical condition that requires you to need assistance, we encourage visitors to provide prior notice to our Front Office beforehand.

Disability & Medical Conditions

If you have a pre-existing disability or medical condition that requires you to need assistance, we encourage visitors to provide prior notice to our Front Office beforehand.

We have wheelchair friendly facilities (Lifts and Gates) and can book sign language interpreters (Please note, we do need advanced notice to book this service).

E-Safety

We respectfully ask that you do not have your phone out or use it during your time in the school building. If this is an issue, please contact a member of staff on arrival.

Photographs- under no circumstances should you take photographs of our children whilst at our school.

Visitor access to our internet service. We ask Visitors to browse safely, please be aware we have a strict internet filtering service in place.

Thank you for helping to keep UTC Reading Safe.