

## Conduct towards staff and MAS Values

Mulberry Academy Shoreditch believes that all of its visitors, workers and volunteers are entitled to be treated by others in a way that respects their rights and feelings, and values them as individuals.

Mulberry Academy Shoreditch 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 or marital status or otherwise.

All visitors, workers and volunteers at academy premises, or carrying out the business of the academy off site, are therefore 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 academy 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
- not normally wear headwear except those associated with religious expression and/or traditional/national dress or appropriate personal protective clothing

Visitors, workers or 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 academy. The Police may be informed where appropriate.

# Mulberry

Academy Shoreditch

All visitors, workers and volunteers should wear their security pass at all times whilst on the academy premises.

Please hand your pass to reception staff when you are leaving.

Thank you for reading this important information and for your help and co-operation in keeping MAS safe for learning.

We hope you enjoyed your visit to Mulberry Academy Shoreditch

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[www.mulberryacademyshoreditch.org](http://www.mulberryacademyshoreditch.org)

# Mulberry

Academy Shoreditch



## Information & Safeguarding Procedures for workers, visitors or volunteers

Guidance for adults visiting or working on our academy site

Mulberry Academy Shoreditch is committed to the protection and safety of its students and staff.

**“The safety and wellbeing of pupils takes centre stage”**

Ofsted 2022



## Safeguarding children and young people

The Local Advisory Body assures all visitors, workers and volunteers a warm, friendly and professional welcome to Mulberry Academy Shoreditch whatever the purpose of their visit.

The academy 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.

The main types of abuse/concerns can be categorised as follows:

- Sexual abuse  
(including sexual exploitation and forced marriage)
- Physical abuse  
(including Female Genital Mutilation)
- Emotional abuse  
(including students that witness domestic violence)
- Neglect
- Students at risk of or involved in extremist behaviour

You have a personal responsibility to comply with academy's safety policies in order to ensure your personal safety and that of others. These will be made available for your inspection on request.

There can be no complacency where child protection and safeguarding procedures are concerned.

Please follow this guidance and help us to keep MAS safe for learning.

## Visitor Arrival Information

On arrival, please ensure that you collect a visitor's badge at Reception. It is imperative that you wear the badge at all times during your visit to the academy and it is visible. Please ensure that you hand the visitor's badge back to Reception when exiting the building.

Vehicles are parked on the academy site at your own risk.

Please take care of your valuables. The academy cannot be held responsible for any personal effects.

The academy operates a **No Smoking Policy**.

We also ask all visitors, workers and volunteers not to use their mobile phone in a public area or wear headphones whilst on site.

We expect that appropriate behaviour/language should be maintained at all times on the academy premises.

We have a responsibility to protect our staff and students from violence and will not tolerate any form of violence at any time.

## Child Protection

Joshua Mickelburgh is the designated Safeguarding Lead (DSL). Kendra Healy is the Deputy Designated Safeguarding Lead.

Should you hear or see something that gives you cause for concern regarding the safety of a student, please report this immediately to Joshua Mickelburgh or Kendra Healy. If you are unable to do this, please report to reception.

## Fire Safety

In the event of a fire or emergency evacuation, please follow the emergency evacuation procedure which is displayed in prominent positions around the academy.

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

## First Aid

For First Aid facilities, please contact Reception, Extension 7900 or a Designated First Aider (names displayed in Reception/on the Health & Safety board/in Meeting Rooms and Key Offices).

Protect Children Equal Opportunities Visitor Fire Safety Child Protection Health and Safety Safeguarding Staff Fire Safety First Aid Volunteer Abuse Responsibility Personal Safety Enhanced DBS Check Professional