

## **HEALTH AND SAFETY** **INFORMATION FOR STUDENTS**

**PLEASE NOTE THAT STUDENTS SHOULD NOT BE ON THE PREMISES UNTIL AFTER 8.30AM, STAFF WILL BE ON DUTY FROM THIS TIME**

We aim to provide a safe and healthy environment at all times and need to work together to achieve this. We need you to support us by reading this leaflet and by following the advice and guidance given.

### **Moving around the college sites**

We ask everyone to walk on the left when moving inside college buildings, this helps to reduce congestion and helps to get everyone where they need to be as quickly as possible without any issues. Signs are in place in corridors and on walls and doors as a reminder, tutors will also reinforce this during tutor time and in assembly.

For your safety stick to the designated pathways at all times, staff will give regular updates during tutor time and in assemblies about areas that are out of bounds.

### **Cashless System**

We use a fingerprint (biometric) recognition system in canteens across the Federation which takes away the need to carry money, helps to reduce queues and ensures that individual's personal details are protected.

Students are asked to respect the rota system in place for the lunch time service – one year group per week in succession has the chance to go first in the canteen.

### **The Farm**

Please obey the rules explained to you by staff whilst working or visiting the farm, they are in place to protect you from injury.

Be aware that animals can kick, bite, scratch and peck, by following the rules the risk will be reduced **but** we cannot guarantee it will be removed.

### **Reporting concerns/problems**

Problems or concerns should be reported to the Inclusion Suite at either site.

Mrs Elliott, Mrs Lynn or Mr Donaldson (DCBC) and Mr Jones, Mrs Newman or Mr Potts (FCC) are available all day to deal with student related issues, problems and concerns.

You can call in at any time to discuss a problem or concern.

### **Child Protection**

Should there be any issues related to child protection our Lead Teachers are:

Mr Jones – FCC  
Mrs Elliott – DCBC

They can be contacted via the Inclusion Suite on both sites.

### **Smoking**

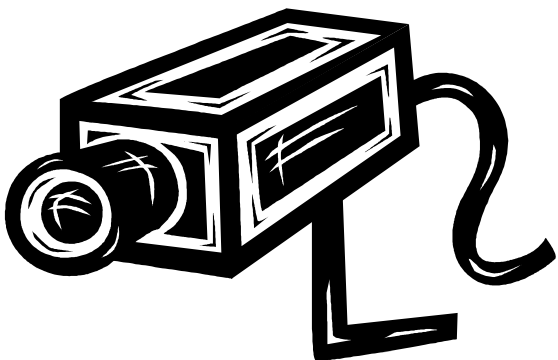
Please note that for everyone's health and safety smoking is **NOT** permitted anywhere on the premises.



### **Security**

- Take care of your belongings, report lost or stolen items to a member of staff. We will investigate but we cannot accept responsibility for items lost or stolen.
- Never leave valuables unattended.
- Keep valuables out of sight.
- **If you see anyone acting suspiciously or if you spot someone on site who isn't wearing a visitors badge please report this to the nearest member of staff. We are committed to ensuring that the colleges are safe and will challenge anyone who does not have authority to be on the premises.**

## CCTV IS IN OPERATION



## Internet and Mobile Phone Safety

Internet safety is very important, and every effort is made to make sure that our system protects you from the dangers on the **web**.

- When using the internet you must not give out any personal information to people that you don't know.
- Never agree to meet someone who you have met through the internet.
- Do not fill out forms online without checking with parents / carers or teachers.
- Never send pictures of yourself.
- Always tell your parents/carers/staff in college if you come across things on the internet which make you feel uncomfortable.
- Be responsible when using the internet.

Mobile phones should be used responsibly and should not interfere with your learning.

Your phone should be switched off during lessons, if you do use it in a lesson the teacher will take it to put in the safe for collection by parents/carers at the end of the day.

You can use your phone in designated areas.

Bullying can be physical (e.g. hitting) or verbal (e.g. persistent name calling). It can also be cyber bullying (e.g. texting or the internet). If this is happening to you then you need to tell a member of staff. There will always be a member of staff to listen to you and help you in the Inclusion Suite.



## First Aid Provision

First Aid staff are available from 8.30am until 4.15pm when after school clubs finish.

If you have an accident please contact the nearest member of staff who will make arrangements for you to have first aid.

An accident form will be completed with you and you will be asked to sign the form to say that the details are correct.



# THE DURHAM FEDERATION

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