

# VISITOR GUIDE



## Burnage Academy for Boys—Key Staff



**Karl Harrison**  
Headteacher



**Helen Carter**  
Deputy Head



**Becci Wadson**  
Designated  
Safeguarding Lead  
(DSL)



**Ali Shah**  
Deputy Designated  
Safeguarding Lead  
(DDSL)

**IMPORTANT—PLEASE WEAR YOUR VISITOR PASS AT ALL TIMES**

## Visitors Code of Conduct

Our school community is one of inclusivity, care and respect where we all work together to ensure pupils will be the best they can be.

The Governing Body and Headteacher strongly believe that our school should be a welcoming and safe place for our children, staff, parents and visitors alike, and that our parents share that belief. We have legal responsibilities for the safeguarding and wellbeing of our children and staff, and a duty of care to all users of our school.

All adults who enter our school site at any time set examples of behaviour and conduct which influence our children and young people, and we believe that they should therefore demonstrate high standards of conduct in order to encourage our pupils to do the same. Parents, carers and visitors must show respect to all other parents, carers, children, staff and visitors.

All members of staff have the right to work without fear of violence and abuse and we expect parents, carers and other visitors to behave in a reasonable way at all times.

Adults who do not behave in an acceptable manner may be asked to leave the site and the Headteacher has the right to further restrict their access.

School-related issues which parents, carers or visitors may have concerning the school, pupils or their families must be brought to the attention of a member of staff.

## In the Event of a Fire

In the event of a the fire alarm sounding, all visitors should leave the building by the nearest exit and make their way to the plaza. The plaza is the outdoor pedestrian area at the front of the school.

You will be registered there by a member of school staff and should await further instructions.

If you are unsure where to go, please ask a member of staff.

## Safeguarding

Safeguarding our children and staff is our priority. All our staff are safeguarding trained and can assist if you have any questions about child protection and safeguarding.

Whilst you are visiting the school:

- You must wear your identification pass and lanyard at all times.
- You must not take any photos of students without first checking with a member of staff.
- You must adhere to our visitor code of conduct.
- You must sign in and out at visitor reception.

In the event that you have a concern about a young person whilst visiting our school, please ask to speak to the Designated Safeguarding Lead (DSL), Becci Wadeson.

You can contact the DSL directly by email [r.wadeson@burnage.manchester.sch.uk](mailto:r.wadeson@burnage.manchester.sch.uk) or by phone 07964 005664 if necessary.

If your concern is about a member of staff, please ask to speak to the Headteacher, Karl Harrison. The headteacher can be contacted directly by email [headteacher@burnage.manchester.sch.uk](mailto:headteacher@burnage.manchester.sch.uk) or by calling the school 0161 4321527.

If your concern is about the headteacher, please contact the Chair of Governors, Alan Scott by contacting [office@burnage.manchester.sch.uk](mailto:office@burnage.manchester.sch.uk) or calling the school 0161 4321527.

## Finding your way around

The main school building is connected to the visitor reception.


Room and office numbers are marked as follows:


G = ground floor


1 = first floor

2 = second floor

If you need help at any point during your visit, please ask a member of staff.

 @burnage\_academy

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 Burnage Academy

## Hear more:

To see videos from our school, including hearing from key staff and a tour of our facilities, scan the code below to visit our YouTube channel:



**Burnage**  
ACADEMY FOR BOYS

**Published April 2023**

This guide has been written and published by staff at Burnage Academy for Boys.

All information correct at time of publishing and subject to change.

If you wish to contact us regarding anything contained in this guide, please call 0161 4321527 or email [office@burnage.manchester.sch.uk](mailto:office@burnage.manchester.sch.uk)