



# Welcome to The Link Academy

*Part of Dudley Academies Trust.*

## Arrival

To ensure the safety of everyone in the academy, please report to reception and wear your visitor pass. Please sign in using our electronic visitor system (clear instructions on how to do this will appear on the screen). A photograph of your face will be taken, and a visitor ID pass generated. All visitors must always wear the appropriate red or green lanyard whilst on academy premises ensuring your ID is clearly visible to learners and staff, returning it to us when you leave. For your security and comfort, our campus is monitored by CCTV.

## Safeguarding

The Link Academy and Dudley Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, contractors, and visitors to share this commitment. Guidance regarding safeguarding can be found on your visitor lanyard. For completeness, an overview of the guidelines for you to observe are provided below:

- Do not initiate verbal or physical contact with learners unless it is appropriate and a part of the agreed reason for your visit.
- Do not give any personal information to learners, such as your mobile number or address. Do not provide learners with your personal email address, and only provide your professional work email if it is necessary as part of the reason for your visit.
- Do not give learners personal details of your personal social network accounts or engage in any communication with learners using social networking sites.

If you have any concern about any child, or adult, receive a disclosure, or witness inappropriate behaviour by any adult in school you must report these concerns immediately to the designated safeguarding lead in the academy.

If you will be or are likely to be working unsupervised in our academy you are required to present a copy of your enhanced DBS and ID upon signing in at reception. Any contractors that are not able to provide confirmation of enhanced DBS will not be permitted to work unsupervised on the premises.

For further guidance, the academy's Child Protection and Safeguarding policy can be found on the academy website under About us > Statutory Information > Policies and Documents.

## **Photographs**

Visitors are prohibited from taking photographs whilst on the academy site unless prior permission has been agreed.

## **Equality and Diversity**

We are committed to creating a culture in which equality of opportunity and diversity are actively promoted and in which discrimination is not tolerated. We recognise the benefits of having a diverse community of staff and learners and we pride ourselves on maintaining an environment which values and celebrates diversity.

## **First Aid and Accidents**

- First Aid: If you are unwell or need first aid, please report to a member of staff who will request first aid assistance.
- Accidents: Please report all accidents to Reception, regardless of how small.
- Contract works: Additional health and safety checklists and permits may be required before work is authorised to commence.
- Toilet facilities: Please ask whoever is accompanying you to direct you to the nearest visitor toilets.

## **Fire and Evacuation**

If you discover a fire operate the nearest alarm call point immediately and notify the nearest member of staff. On hearing the fire alarm:

- Leave the building immediately by the nearest exit.
- Close all doors as you leave.
- Report to the fire assembly point – **playground area adjacent to the playing fields.**
- Visitors should report to the Receptionist at the assembly point.
- Do not stop to collect personal belongings.
- Do not re-enter the building until instructed to do so.
- Do not use the lifts.

## Our Values

- Dreaming big.
- Rewarding effort.
- Leading together.
- Respecting each other and our world.
- Learning that inspires.

## How are we performing?

We are committed to a policy of continual improvement. We are keen to be made aware of any compliments, complaints, or suggestions you may have. Please ask for a 'How are we performing' form at Reception or visit our website under About us > Statutory Information > Policies and Documents > Compliments and Complaints.

Principal: Mrs E Edwards-Morgan

Telephone: 01384 986550

Email: [info@thelinkacademy.org.uk](mailto:info@thelinkacademy.org.uk)

Website: [www.thelinkacademy.org.uk](http://www.thelinkacademy.org.uk)

Address: Simms Lane, Netherton, West Midlands, DY2 0PB