

## Fire Evacuation Procedures

The fire alarm is a continuous ringing of our bell

If you hear this please leave by the nearest exit and go to the assembly point

The assembly point for all staff/students/visitors is:

KS3/4 Site (Nottingham Road)  
**THE FIELD BEYOND THE BUS PARK**

KS5 Site (Leicester Road)  
**THE PE HARD-PLAY NEAR THE SPORTS HALL**

If the alarm sounds and:

- You have a group of students, escort them to the assembly point
- You are alone, make your own way to the assembly point

## Health & Safety



Neil Harris  
Facilities Manager

For all enquiries relating to health & safety, premises, equipment or visits please speak to Neil Harris or one of our premises team on 07979 706055



Empowered to Learn

Ashby School  
Nottingham Road  
Ashby de la Zouch  
Leicestershire  
LE65 1DT

Phone: 01530 413748

Email: [dsl@ashbyschool.org.uk](mailto:dsl@ashbyschool.org.uk)

Respect Responsibility Resilience



## Welcome to Ashby School



Dr Jude Mellor  
Headteacher



Mrs Vikki Rundle-Brown  
Senior Designated  
Safeguarding Lead

We hope you enjoy your visit today. Please wear your lanyard at all times. Please feel free to pass any comments to our Receptionist when leaving.

### Care For Our Staff

Ashby School does not accept members of staff being treated with disrespect or being verbally or physically threatened and/or abused. Any individual behaving in this manner will be barred from the school site and Leicestershire Police will be informed.

Please remember - We are here to help  
Thank you for your time

# Safeguarding & Child Protection

What to do if you have a concern about a child's safety or welfare  
Please ask to speak to one of our DSLs:



Alice Clapton  
Y13 Year Team Leader



Alan Tsang  
Y12 Year Team Leader



Sharon Sever  
Y11 Year Team Leader



John Cooper  
Y10 Year Team Leader



Stacy Cooper  
Y8 Year Team Leader



Matt Benstead  
Y7 Year Team Leader

If you have a concern or are worried about the safety of a child who attends Ashby School you must pass your concern to a Designated Safeguarding Lead. We have a large number of Designated Safeguarding Leads; Some have been named in this leaflet and others are named on our staff Safeguarding Poster (green).

## Safeguarding Reminders

- All concerns must be passed to a DSL
- If a child makes a disclosure:
  - Reassure them
  - Don't promise confidentiality
  - Don't ask leading questions
  - Listen note and date
  - Pass notes to a DSL

If any visitor is unsure then **please ask to speak with one of our DSLs**

## External Safeguarding Contact Details

### Leicestershire First Response & LADO

0116 305 0005 (First Response)  
0116 305 4141 (LADO)

### Police

101 (In an emergency 999)

### Childline

0800 1111

### NSPCC

0808 800 5000

## Other Safeguarding Information

### Photographs

Unless agreed prior to your visit please DO NOT take any photographs of our students when visiting

### Staff Concerns

If you have a concern about a member of staff you must pass this to the Headteacher immediately

### Online Safety

If you will be using our ICT network at any point during your visit (either on our device or on your own personal device) then you are reminded about the importance of not contacting or interacting with students in online spaces during or after your visit

### Behaviour On Site

We expect all of our visitors to adhere to our school policies, to behave appropriately at all times (including use of appropriate language). All interactions with students must remain professional.

### Parking

Please make sure you have parked in one of our visitor bays and please leave your registration number with one of our reception team. Please drive carefully when on and leaving our site.

### Toilets

Please ask staff where the nearest staff toilets are. If you require disabled facilities then please let our reception team know as soon as possible so that we can show you these

### Catering

We are a cashless site so please let us know if you will require access to our catering facilities