

Battle Train Station

School car park

School Main Entrance

Gatehouse: Please drive up to main gate for admittance to school

Welcome to our school

Please take a few moments to read this leaflet.

We hope that your visit is a comfortable and enjoyable experience. We recognise and promote our responsibilities for safeguarding and health and safety. We hope this leaflet will provide you with some useful advice when visiting our school.

Visitor Arrival Information

On arrival, please ensure that you sign in at reception and collect a visitor's lanyard. It is imperative that you wear the badge at all times during your visit to our school and it is visible. Please also ensure that you sign out when exiting the school site and hand the visitor's lanyard back to reception.

In accordance with current safeguarding guidelines, visitors who are not enhanced DBS checked will be escorted at all times. We appreciate your understanding in this matter.

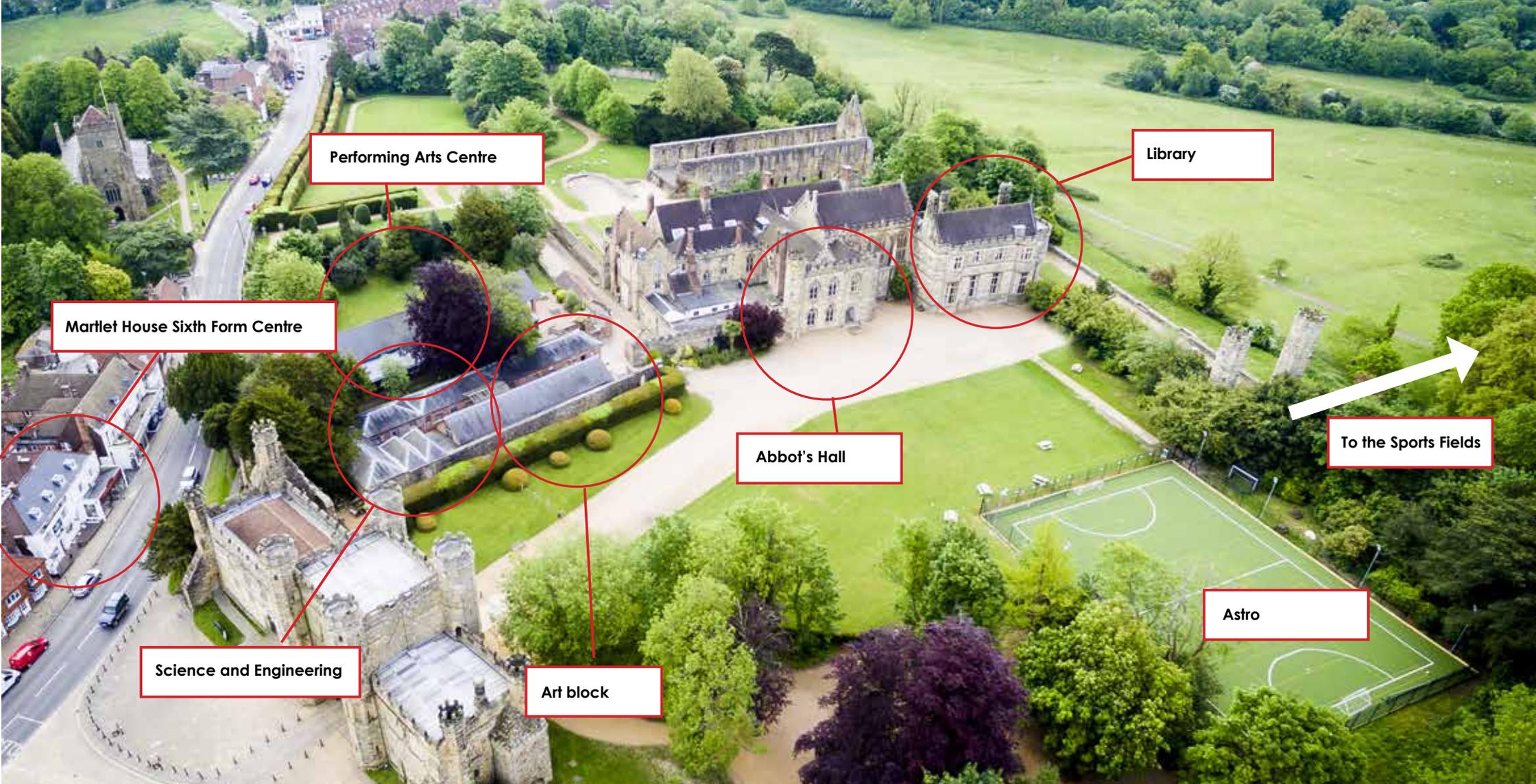
However if you are a visitor who regularly visits several different schools as part of your duties, you or your manager should have supplied a member of school staff with written confirmation that a satisfactory enhanced DBS check has been carried out.



BATTLE ABBEY SCHOOL

www.battleabbeyschool.com





"Battle Abbey School, an independent School in East Sussex, is extraordinarily special. A glimpse through its enchanting gatehouse tells you that you are not only in a historically significant place, but also in a school that has an incomparable character. Battle Abbey's ideal size, wonderful pastoral care, impressive facilities, continuity of education from Nursery to Sixth Form and holistic approach allied to its warm, good humoured and highly supportive working environment make for a very inclusive and unique educational establishment. The School manages to blend traditional values to new, innovative thinking in teaching and learning whilst still providing a wide range of extra-curricular activities and many opportunities to support and serve the local and wider community. It has a proven track record in many curriculum areas and has developed an enviable reputation for adding value academically in a mixed ability setting.

Battle Abbey's ethos is highly distinctive and focuses on nurturing a close-knit family atmosphere, encouraging active participation from its students, promoting an international perspective through its boarders and encouraging self-respect, self-confidence and compassion for the needs of others. It is the sort of school where students settle very quickly and contribute willingly and positively whilst developing a genuine pride in their school and a real passion for their learning."

David Clark – BA, M Phil (Cantab) Battle Abbey School Headmaster

Safeguarding

The school is committed to ensuring the safety and welfare of our students and staff. We expect our visitors to share this commitment. Please refer any concerns about the safety and welfare of pupils during your visit to our Designated Safeguarding Lead, Charlotte Buckland, on bucklandc@battleabbeysschool.com as soon as possible, before the child leaves for the day. It is important that the child is not sent home at the end of the day without taking the right protective action.

If you have a concern about a member of staff, discuss your concerns with the headteacher Mr David Clark. If you have a concern about the headteacher, discuss them with the chair of governors Mrs Janet Dunn.

The staff at reception will help locate them for you if needed.

For further details of the schools commitment to safeguarding please see the policies section in the footer of the school's website.

Dealing with a Disclosure

If a child discloses that he or she has been abused in some way, you should follow this guidance.

- Listen to what is being said without displaying shock or disbelief.
- Only ask questions when necessary to clarify.
- Accept what is being said.
- Allow the child to talk freely – do not put words in the child's mouth.
- Reassure the child that what has happened is not his or her fault.
- Do not make promises that you may not be able to keep.
- Do not promise confidentiality – it may be necessary to refer the child to Children's Social Care.
- Stress that it was the right thing to tell.
- Do not criticise the alleged perpetrator.
- Explain what has to be done next and who has to be told.
- Inform the DSL without delay.
- Complete the welfare concern form and pass it to

the DSL.

- Dealing with a disclosure from a child and safeguarding issues can be stressful. Consider seeking support for yourself and discuss this with the DSL.

Appropriate Behaviour

As a visitor please remember we expect you to:

- behave appropriately and use suitable language
- avoid physical contact with a child
- never exchange personal contact details with a child or arrange to meet them outside of the school environment
- use a personal camera, including mobile phone cameras, to take photographs without prior permission being given

Incidents and Accidents

In the event of an incident or accident contact main reception through the internal phone system or contact the emergency services directly on 999 or 112 in the event of a serious incident. If injured obtain the assistance of a First Aider, via the main reception.

You must also report to Mrs Hughes at main reception any incidents, accidents or near misses which occur on the school site whether or not any school employees/children were involved.

Fire alarm

In the event of a fire alarm please take the nearest signed fire exit and assemble at the fire evacuation muster point situated on the front lawn where staff will direct you to the designated area.

Other General Information

Smoke Free policy – our school operates a no-smoking policy throughout the entire site.

Visitor toilets – there are located next to our main reception.

Access to the internet – all users of our school's systems and wi-fi must comply with the acceptable use policy. Please ask the staff at reception for details.

Arrival and access to school

Battle Abbey School is located within the grounds of the Abbey, through the Gatehouse at the end of Battle High Street. Once at the school building please call reception on the intercom at the main school entrance, office staff will collect you from the front door.

By Car

Please drive up to the main Gatehouse gate and someone will be on hand to let you in. The town of Battle is easily accessible from the A21 (via M25) and A2100 (via Johns Cross Roundabout signposts to Battle).

By Train

Battle Abbey School is a 10 minute walk away from Battle mainline station which is on the main coast route to Hastings from Charing Cross and London Bridge. Once on the main road at the end of station approach turn right and follow the line of the road up the hill to the roundabout at the Chequers Pub. Continue left at the roundabout into Battle. Buildings on your left will give way to the Abbey wall that can be followed round to the Gatehouse.

Contact us

Battle Abbey School Battle High Street, Battle, East Sussex, TN33 0AD.

Tel: 01424 772385

email: office@battleabbeysschool.com

web: www.battleabbeysschool.com

