



Visitors Information

Welcome to Expanse Learning

www.expanselarning.co.uk

Welcome to Expanse Learning Wigan School

We hope that you enjoy yourself during your visit. Please take the time to read this simple leaflet to help us maintain safety for all whilst you are with us.

PLEASE

- Make sure you sign in and out
- Make sure you wear your visitor's badge at all times.
- Only walk around site with an escort if you do not have an up to date copy of your DBS on your person (or company ID badge stating your DBS number).
- Make sure you comply with any specific safety requirements.
- If you see something you consider unsafe bring it to the attention of a member of staff: **"See it -Report It"**

The Safeguarding Officers in school are:

If you would like to speak to either of them about any safeguarding concerns, please contact them at the time or by email / phone.

Richard King (Director of Pre 16): richard.king@expansigroup.co.uk

Ed Hanley (Head Teacher): ed.hanley@expansigroup.co.uk

Lisa Heyes (Pastoral Lead and designated Safeguarding Lead): lisa.heyas@expansigroup.co.uk

Scott Roberts (Head of Shared Services): scott.roberts@expansigroup.co.uk

IN CASE OF

FIRE

The Fire Assembly point is outside on the school car park (on your right when exiting the school via the main entrance)

For your own safety:

- Make sure that you leave the building following the identified escape routes (a staff member will escort you out of the building)
- Do not return to the building for left belongings
- Remain at the assembly point until told you can leave.

IN CASE OF

INJURY/ACCIDENT

Please make sure that you report this to a member of staff and ensure that you complete the relevant pages in the Accident Book before leaving.

The school takes no responsibility for loss or damage

Whilst you are with us **Please do not** Smoke on the school premises Take pictures or recordings

We would be very grateful if you could complete our visitors feedback sheet before leaving.

"Everyone who comes into contact with children has a responsible role to play in safeguarding children"

(Keeping Children Safe In Education, DFE, July 2015)