



Visitors Information

Welcome to Expanse Learning

www.expanselarning.co.uk

Welcome to Expanse Learning Wigan School

We hope you enjoy 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"**
- Only use the toilet marked for visitors.

Safeguarding Officers

DSL and DSO's wear a **BLUE** lanyard and are displayed on the safeguarding noticeboard. This is located just before the entrance to the canteen.

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 report to a member of staff who will point you in the direction of a first aider and record the accident/incident on our internal reporting system.

There is a first aid box located in reception.

We are a strictly **NO SMOKING** site. This includes vaping.

Please do **NOT** take photographs or recordings, unless authorised by a senior member of staff.

The school takes no responsibility for loss or damage

IN CASE OF SCHOOL LOCKDOWN

Staff will guide you to the nearest room and initiate the school lockdown procedure.