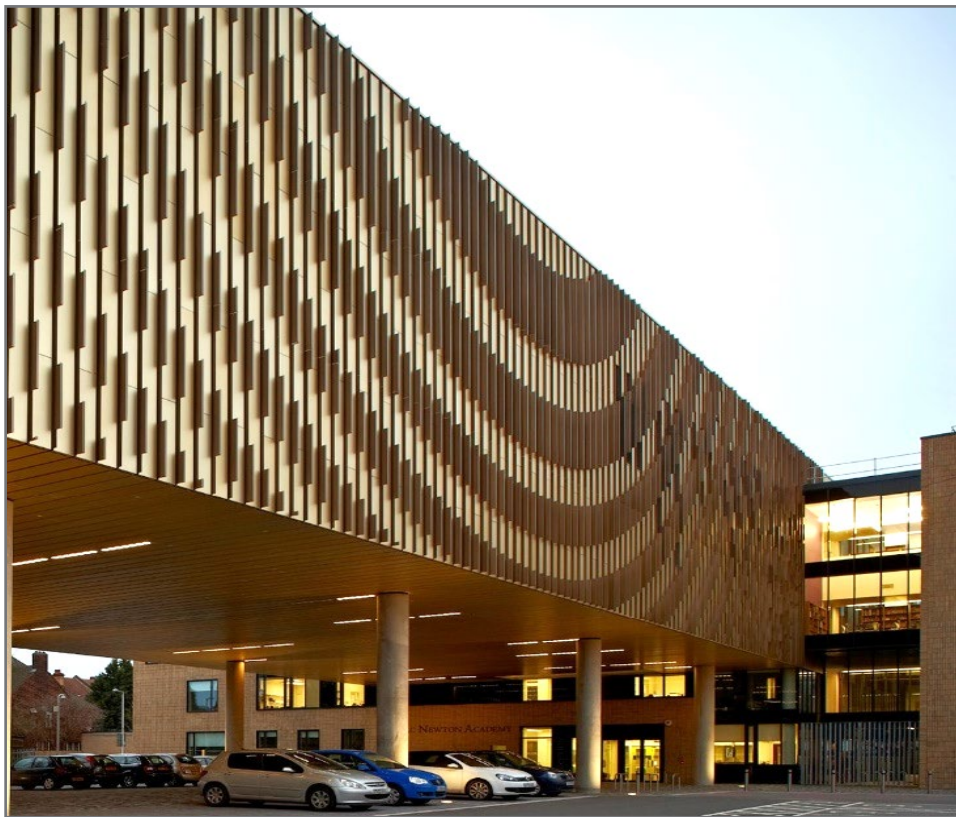




ISAAC NEWTON  
ACADEMY

# Visitor Information



**Tel: 020 8911 6666**

**[www.isaacnewtonacademy.org](http://www.isaacnewtonacademy.org)**

# Welcome to Isaac Newton Academy

Our aim is to equip every student with the knowledge, learning power and character necessary for success at university and beyond. We aim to enrich the lives and experiences of our students, and to inspire them, by providing a wide range of learning opportunities both inside and outside the classroom.

## Signing in

On arrival you will be asked to sign in using our electronic system. You will be given a photo ID and a **red** or **black** lanyard. **These must be worn at all times.** If you are given a **red** lanyard, you will be supervised at all times. By signing in, you are agreeing to these terms.

## Safeguarding at Isaac Newton Academy

Isaac Newton Academy (INA) is committed to providing a safe, secure and respectful environment for all children, staff and visitors. We treat all matters of safeguarding in a sensitive and professional manner. Staff at INA are trained in responding and reporting processes. We work with several local partners to ensure that our site is safe.

**The Academy Designated Safeguarding Lead (DSL) is:**

**Ms Banton – Vice Principal**

**The Academy Deputy Designated Safeguarding Leads (DDSL) are:**

**Ms Broadway** – Primary Headteacher (Primary Phase)

**Ms Hughes** – KS3 and KS4 Safeguarding Administrator

**Ms Patel** – KS4 and KS5 Safeguarding Administrator

You can contact the safeguarding team via email at

[safeguarding@isaacnewtonacademy.org](mailto:safeguarding@isaacnewtonacademy.org)



## Visitor Code of Conduct

Isaac Newton Academy expects the highest standards of conduct from all stakeholders and visitors associated with the academy. This code of conduct extends to any visitors including parents, relatives, visiting professionals and contractors. When entering the academy, all visitors agreeing to adhere to the academy visitor code of conduct below.

- All visitors **MUST** sign in via the electronic system and wear an INA photo ID at all times. **Any person that refuses to sign into the academy this way will not be allowed access to our site.**
- A **RED** lanyard means you will be supervised at all times in the academy as we do not have the necessary clearance documentation.
- A **BLACK** lanyard means we have received the necessary clearance documentation and you will have unsupervised access where required.
- **We will not tolerate any abusive or aggressive behaviour/language from any member of the school community or visitors to the academy.** If any of this behaviour is observed, the person will be asked to leave the site and appropriate action will be taken. This may include contacting the police and being banned from accessing the site.
- We expect **all** visitors to always behave in a professional and appropriate manner. If your conduct falls short of these expectations, then you may be asked to leave the academy.
- **Safeguarding is everyone's responsibility, all the time.** Please ensure that you follow the instructions in this INA Safeguarding leaflet should any issues arise.
- We believe in equality and that everyone should be treated with respect and consideration. Visitors are expected to treat all adults and children in this academy with respect.
- Visitors **may not** distribute any leaflets, booklets, contact cards or other materials, unless prior approval from the Principal has been obtained. Any information due to be presented to students must be checked and agreed prior to your visit.
- Visitors may not use the internet or access the academy's Wi-Fi without prior agreement from the Principal.
- Visitors should be dressed appropriately for an educational establishment.
- Smoking is not permitted anywhere on the academy site or perimeter.
- Accidents **must** be reported to reception before you leave the academy.

***Thank you for respecting and adhering to our Code of Conduct***

## Reporting an Issue

Should a safeguarding issue arise when you are on site, please ensure that you follow the information below:

### Staff

**All staff have a responsibility to provide a safe environment in which children can learn.**

INA staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.

Any member of staff who is concerned about a child's welfare should follow the referral and reporting processes set out in the INA safeguarding policy.

**You should log the issue on Impero immediately and speak to the DSL or DDSL.**

Where a child is suffering, or is likely to suffer from significant harm, it is important that a referral to children's social care (and if appropriate the police) is made immediately.

### Supply staff

**Send an email to ON CALL immediately.**

**Please do not disclose the issue via email - wait for a member of staff to arrive and speak to them in person.**

Please ensure that you speak to the Head of Department of Cover admin before you leave.

You can also contact the Safeguarding Team via email at [safeguarding@isaacnewtonacademy.org](mailto:safeguarding@isaacnewtonacademy.org)

### Visiting practitioners or contractors

Please speak to main reception and they will contact the Safeguarding Team. A member of staff will speak to you before you leave site. You can also contact the Safeguarding Team via email at [safeguarding@isaacnewtonacademy.org](mailto:safeguarding@isaacnewtonacademy.org)

## Please note:

The academy has a legal duty to report all suspected incidents, where a child sustains physical injury, or is distressed as a result of reported chastisement, or alleges that they have been chastised by the use of an implement or substance, or where there is evidence to suggest that the child is suffering/suffered through Child Sexual Exploitation, Forced Marriage, Honour Based Abuse, Domestic Abuse and Child Abuse through faith or belief, to Social Services via the DSL, and to the Metropolitan Police Service via our Safer Schools Police Officer or in their absence by calling 101 immediately.

### **FGM – Direct reporting**

**STAFF MUST PERSONALLY REPORT THIS TO THE POLICE.  
YOU MUST ALSO LIAISE WITH THE DSL AND PRINCIPAL.**

**You should be prepared to provide the call handler with the following information:**

- explain that you are making a report under the FGM mandatory reporting duty
- your details: name, contact details (work telephone number and e-mail address) and times when you will be available to be called back
- job role
- place of work
- details of your organisation's designated safeguarding lead - their name and contact details (work telephone number and e-mail address)
- student's details: name, age/date of birth, address
- confirm that you have undertaken, or will undertake, safeguarding action as per academy policy
- **you will be given a reference number for the call.** Keep this number and share this with the DSL and Principal.

## Members of the public are also able to make direct referrals to Social Care

If you have concerns about a child's welfare or suspect that a child is being neglected or abused, please telephone Redbridge Council on:

- 020 8708 3885 from 9.00am to 5.00pm
- 020 8708 5897 (after 5.00pm and weekends)
- Alternatively, you may complete and submit an LBR Multi Agency Referral Form (MARF) to [CPAT.referrals@redbridge.gov.uk](mailto:CPAT.referrals@redbridge.gov.uk).
- **You can also contact the police by telephoning 101. For immediate help, contact the police on 999.**

### Useful websites

- **NSPCC:** <https://www.nspcc.org.uk/>
- **Barnardos:** <https://www.barnardos.org.uk/>
- **Childline:** <https://www.childline.org.uk/>
- **Child Exploitation and Online Protection command:** <https://www.ceop.police.uk/>
- **National Online Safety:** <https://nationalonlinesafety.com/>
- **Safer Internet:** <https://www.saferinternet.org.uk/>
- **Internet matters:** <https://www.internetmatters.org/issues/>
- **Think You Know:** <https://www.thinkuknow.co.uk/>

## **Evacuation Procedure**

On discovering a fire:

- activate the fire alarm via the nearest alarm point
- leave the building by the nearest exit in silence
- report to the main assembly area which is located in the Key Stage 3 playground (secondary school) or the primary playground (primary school)
- do not use the lifts
- do not stop to collect your personal belongings
- do not re-enter the building unless authorised to do so.

## **Accident Reporting**

Please report any accident, incident or anything you may consider unsafe to reception.

## **Visitor Refreshments**

The Academy operates a fully cashless catering system. If you wish to purchase a snack or lunch during your visit, please contact reception who will be able to help you. We have free accessible water stations on site.

***We hope you enjoy your visit to  
Isaac Newton Academy***



# Contact Us

## Primary Phase:

Isaac Newton Academy  
468 High Road  
Ilford  
IG1 1UE

## Secondary Phase:

Isaac Newton Academy  
1 Cricklefield Place  
High Road  
Ilford  
IG1 1FY

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## Email (primary):

[primary@isaacnewtonacademy.org](mailto:primary@isaacnewtonacademy.org)

## Email (secondary):

[info@isaacnewtonacademy.org](mailto:info@isaacnewtonacademy.org)

