



**Battle Train Station**

**School car park**

**School Main Entrance**

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

## Welcome to our School

We have produced this document for all visitors to the Senior school. Please do take some time to read it. We ask that all visitors observe the information in this document, which is designed to ensure the health, safety and security of all visitors, staff and students whilst on the Battle Abbey School site(s) and outlines our expectations in regard to Safeguarding.

We are glad to have you visiting us, and hope that your time at the Abbey is a pleasant experience. Please ask a member of the office staff if you require clarity over anything, and please refer back to this document if necessary.

### Arrival and access to the school

Battle Abbey Senior school is located within the grounds of the Abbey, through the Gatehouse at the end of Battle High Street.

### If arriving by car

The town of Battle is easily accessible from the A21 (via M25) and A2100 (via John's Cross roundabout) follow signposts to Battle.

Please drive up to the main Gatehouse gate and someone will be on hand to let you in. Please explain to them your purpose for visiting the school so that it can be cross referenced with our Office team.

Please note our speed limit is 5mph so as to ensure the safety of people on site.

Please park in front of the grass to the right of the drive way and make a note of your registration plate to inform the office.

### If arriving by train

Battle Abbey School is a ten-minute walk away from Battle mainline station, which is on the main coastal route to Hastings, from Charing Cross and London Bridge. Once on the main road at the end of the 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.

Please speak to a member of the gate staff to make them aware of your arrival and they will direct you to the main school entrance at the end of the driveway.



# BATTLE ABBEY SCHOOL

[www.battleabbey.school.com](http://www.battleabbey.school.com)

## Visitor arrival information

On arrival, a member of the school office will direct you to sign in and collect a visitor's badge/lanyard. Please wear your visitor's badge so that it is visible on your person at all times. You must be accompanied by a designated member of staff around the school, and if you have any children accompanying you, they must be with a responsible adult at all times.

If you are a visitor who is contracted to work on our site(s) for any length of time or recurrently, you are required to have police clearance (DBS check) before you work in the school. This should be provided by the employer and sent directly to the school. The Headteacher has the authority not to accept the help of volunteers or allow entry to visitors if it is believed it will not be in the best interests of the school.

Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, wherever possible.

If you are seeking an urgent appointment please report to the school office and we will arrange for you to see a member of staff on duty.

## Visitor Conduct

As a visitor, we ask you to:

- conduct yourself appropriately around school and use suitable language.
- to remain with the designated member of staff you are visiting and not to venture around the site on your own, especially Boarding areas.
- avoid physical contact with any child and do not exchange personal contact details with them.
- not use personal mobile phones in the vicinity of children. Please do not use your phone for photographic purposes whilst on site, without prior permission.
- follow instructions in the event of an emergency (see Emergency, Fire and Evacuation Procedures for more detail).
- respect the working environment of the school and the staff in it.
- be mindful that the wider site has English Heritage designation and is therefore a tourist attraction.

If you witness any suspicious behaviour or objects, please contact the school office immediately. Please do not attempt to touch, move or approach any suspicious

object or person behaving in a strange or suspicious manner.

## Safeguarding and Child Protection- Responding and reporting concerns

Battle Abbey School remains committed to safeguarding and promoting the welfare of children and young people. We expect all visitors to share this common commitment and to work within the school's safeguarding and child protection policy and current government guidance legislative framework.

The safeguarding of our children is of paramount importance. Therefore, everyone on our site must be responsible for safeguarding and protecting children, and be aware of our procedures.

If you have a safeguarding or child protection concern about a child, or if you are concerned by anything you see or hear, please report as soon as possible to the Designated Safeguarding Lead (DSL)/Head of Welfare: **Rebecca Ingall**, on [safeguarding@battleabbey.school](mailto:safeguarding@battleabbey.school). com or 01424 772 385 / 01424 776 804, or in her absence, with the Deputy DSLs (please see the Safeguarding posters around the school for more details.)

If you are unable to contact any of the Safeguarding Leads, then please speak to a member of staff or the school office, and they will alert the relevant member of staff.

If you have a concern about a member of staff's conduct, please discuss your concerns with the DSL or Headteacher, **Hannah Blake** at [headteacher@battleabbey.school](mailto:headteacher@battleabbey.school).

If you have a concern about the Headteacher, please discuss it with the Chair of Governors **Rear Adm. John Kingwell**. The staff at the school office will be able to assist you with this.

## Responding to a disclosure

Child abuse can happen to any child regardless of elements such as gender, culture, religion, social background, ability or disability.

If a child discloses they might be subject to abuse:

- React calmly and neutrally.

- Listen carefully to the child, particularly what is said spontaneously.
- Do not promise confidentiality. Explain to the child that you must pass on the information if you are worried about their safety.
- Do not ask leading questions or make judgements as this will compromise further enquiries. Clarify and check your concern if you feel that you are not sure, using clarifying statements.
- Reassure the child that they are doing the right thing.
- Record carefully what the child says in their own words including how and when the account was given, with dates and times. Please complete a Concern Form which is available from the School Office. This will be passed on to one of the Designated Safeguarding Leads.

If you feel that a child may be at risk of harm but are not sure, then inform one of the Safeguarding Leads immediately. They will offer advice and take appropriate action.

## Emergency, Fire and Evacuation Procedures

If there is an emergency or fire evacuation, this will be signalled by a continuous siren sounding. Please leave the building by the nearest available emergency exit as quickly and calmly as possible. Evacuation plans are present in every room. Do not stop to collect personal belongings.

Please congregate at the designated point on the front lawn with staff, unless directed otherwise. Remain with the member of staff you are with, and please comply with instructions from the Fire Warden. Only return to the building once the Fire Warden has declared it is safe to do so.

In the event of a Lockdown or emergency evacuation, signalled by a continuous bell ringing for at least 15 seconds. Please remain with the member of staff you are with and await further instructions.



## Accidents

In the event of an accident please report this to the member of staff you are with or the school office immediately (01424 772 385) to obtain the assistance of a First Aider, via the school office.

If necessary, please contact the emergency services directly on 999 in the event of a serious incident and inform the designated member of staff you are with to inform the school office.

Please also report to the school office any incidents, accidents or near misses which occur on the school site whether any school staff or pupils were involved or not. An accident reporting form will need to be completed; this is held in the school surgery/medical room.

## Other General Information

**GDPR**- Photography and analogue or digital recording in any form will only be permitted at the discretion of the Headteacher. Permission from the Headteacher must be sought on all occasions. This is to comply with GDPR regulations and maintain confidentiality of staff and students.

**Smoking** – our school operates a no-smoking or vaping policy throughout the entire site including all outside areas within the school grounds.

**Visitor toilets** – these are located near the school office: please ask the staff at the school office for directions. Please do not use any of the pupil designated toilets.

**WiFi** – 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.

## Contact us

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

Tel: 01424 772385

email: [office@battleabbeyschool.com](mailto:office@battleabbeyschool.com)

web: [www.battleabbeyschool.com](http://www.battleabbeyschool.com)



*"Battle Abbey School is an independent School in East Sussex which is extraordinarily special. A glimpse through its enchanting gatehouse tells you that you are not only in a historically significant setting, but also in a school that has an incomparable character and sense of community. Battle Abbey's ideal size, much lauded pastoral care, idyllic location, continuity of education from Nursery to Sixth Form, allied to its friendly and highly supportive working environment make for a very inclusive and unique School.*

*As a parent myself I know how important it is for our children to feel happy and supported at School so they can grow and flourish. Pupils very quickly feel at home here as everyone is so welcoming and friendly. The family ethos and school values of Belonging, Aspiration and Service thread through everything we do and enables pupils to make the most of all the opportunities provided.*

*At Battle Abbey School we blend traditional values to new, innovative thinking in teaching and learning. Our inspiring curriculum supports pupils to excel academically and socially. We have developed an enviable reputation for adding value academically in a mixed ability setting. The progress of pupils is monitored closely by academic and pastoral mentors to ensure they all reach their full potential. The majority of our leavers go on to their first-choice destinations of university, apprenticeships or employment. Just under 30% of our Sixth Form students go on to Russell Group Universities and about 10% of our Sixth Form students go on to Oxford or Cambridge.*

*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. Battle Abbey pupils are easy to pick out for their confidence, dedication and kindness. We strive to inspire our pupils to be compassionate leaders and global citizens who want to go on to make the World a better place."*

**Hannah Blake – Battle Abbey School Headteacher**

