

## **Non-Negotiables & Responsibilities for All Staff and Visitors**

### **Sign In/Out Procedures**

All personnel, visitors, staff, and students, must sign in upon arrival using the app or by notifying a staff member. Everyone must sign out when leaving the building. No exceptions.

### **Designated Break Time**

Designated break times will be when a student has allocated time outside of the classroom. This will be decided by the education staff. **The care staff will be responsible for the student for their** designated break times, whether inside or outside the school.

### **Smoking and Vaping**

Smoking and vaping are strictly prohibited on the premises to all **staff, visitors and students**. Staff and visitors must not smoke or vape in the presence of or around any young person. The building entrance must remain clear at all times.

### **Student Dysregulation and Safety Protocols**

If a student becomes dysregulated and leaves the building, care staff must remain with that young person at all times. The Greenhouse staff cannot be held responsible for student safety outside the building.

Before a heightened or dysregulated student re-enters the building, care staff **must** consult with a Greenhouse staff member. Students must be sufficiently regulated before returning to ensure the safety of all staff and students.

### **Removal from Site**

If Greenhouse staff direct that a dysregulated or misbehaving student must leave the provision/site for safety reasons, care staff must remove that student to the best of their ability. This decision is made to protect staff and other students.

### **Kitchen Access**

Students are never permitted in the kitchen under any circumstances. The kitchen must remain locked at all times.

### **Incident Reporting**

All incidents will be reported to the appropriate body in accordance with our safeguarding and health and safety procedures.

### **Visitor Conduct**

All visitors must respect our policies and procedures. If you are unsure about any aspect of our protocols, please ask a senior staff member.

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**These non-negotiables exist to ensure the safety and wellbeing of our young people, staff, and visitors. Thank you for your cooperation.**