Smoking
Smoking is prohibited anywhere on the school premises including outdoor areas.

Emergency Evacuation Procedure
Continuous ringing of the fire alarm bells signals the fire alarm.

If you discover a fire, press the nearest fire alarm button and tell a member of staff. The school will be evacuated and you must evacuate too.

The visitor's fire assembly point is in the playground under the pergola.

No-one may re-enter the building until the all-clear is given by the Headteacher.

Lockdown Procedure
The emergency lockdown is used when it is necessary to restrict movement around the school site.

On hearing the alarm (four buzzes on the wet play buzzer) visitors and contractors should proceed to the nearest office or teacher supervised classroom as quickly as possible. School staff will check their email for further information and instructions.

Visitors are politely requested to refrain from using any mobile or internet device during a lockdown until told by a member of staff that it is permissible to do so.

When it is safe to do so, the 'all clear' will be given by the Headteacher or emergency services.

Car Parking
We have limited parking available. If driving please park off-site in any of the surrounding roads.

Signing In
All visitors must report to reception as soon as they arrive at school, sign in using the school's electronic visitor management system and collect a visitor's pass. The pass must remain visible at all times and be returned when signing out prior to leaving the school.

Any visitor in school who is not wearing an identity badge will be challenged politely to enquire who they are and their business on the school site.

Only visitors with enhanced DBS checks will be allowed to work with pupils. Visitors without an enhanced DBS check will be accompanied at all times by a member of staff.

Ensure that you read and/or follow any other protocol or policies that may be given to you by the school, **including emergency procedures and locate nearest available exits.** Staff, pupils, parents and visitors must not be exposed to unacceptable behaviour from any visitor to the school no matter how frustrated or upset they may be.

Contractors:
Once signed in you will receive a copy of the school's Contractor Induction Pack. This will provide you with information on; fire and emergency evacuation arrangements for the school; the location of Asbestos - Asbestos Register; and any other information about risks on the premises that may affect you, as well as a copy of the Contractors Code of Conduct.

Wi-Fi Access
- On request, visitors may be allowed password protected access to the school's guest Wi-Fi system
- Visitors accessing the school's Wi-Fi system are alerted to our internet firewall, web-filtering system, which blocks sites deemed inappropriate for use in school, and which generates daily a report detailing attempts to access sites blocked by the system.

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CONNECT EDUCATION TRUST

Carterhatch Junior School

Information for Visitors

Welcome to **Carterhatch Junior School**

The information in this leaflet is designed to ensure your safety and to safeguard all members of the school community. It covers:

Safeguarding Health and Safety, Security, Site Access, Fire Evacuation and E-Safety

Please feel free to ask any questions to a member of our office staff.

Thank you

If you need assistance, please go to the school office, or telephone 0208 804 2101

Names of Key Personnel:

Executive Headteacher	**David Wilson**
Head of School:	**Amy Fry**
School Business Manager:	**Sarah Mulroy**
Site Manager:	**Cristian Croitoru**

Mobile Phones and Smart Glasses: Please be aware that mobile phones must not be used in any areas where there are children.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all adults on site, including visitors, to share this commitment.

To safeguard the welfare of the children and young people in our care, we do the following:

- Disclosure Barring Service (DBS) checks are carried out on everyone regularly working in the school
- The DBS status of every adult working with our pupils is checked
- No adult without a DBS check will be left unsupervised with students at our schools
- Each school will undertake due diligence before inviting outside speakers to address pupils
- Contractors and other services working on site are required to meet safeguarding requirements
- Safe recruitment practice informs all recruitment processes and a colleague with appropriate training must participate in all appointment panels
- Hirers of the school site are subject to safeguarding practices
- All school staff are given safeguarding training annually (level one) and are conversant with the DfE guidance 'Keeping Children Safe in Education'
- Allegations will be dealt with quickly, fairly and with transparency
- Safeguarding procedures will be communicated to all staff, parents and visitors
- Our policy on safeguarding and child protection is available on our website
- Electronic security gates and doors are in use

GDPR

The Schools Data Protection Officer (DPO) is:

Steve Durbin

email address: connectdpo@excathedra.solutions

The schools privacy notice is on our website, under the Home tab and General Data Protection Regulation.

- Use the TEDDY acronym to help you when talking to a child:

Tell me what happened

Explain what you mean

Describe what happened

Do not promise confidentiality

Your responsibility is to contact designated staff

Safeguarding Lead

The safeguarding lead is the Head of School, Amy Fry. Please report any concerns immediately. Our Safeguarding Team members are Amy Fry, Alex Voelcker and Lola Adesiyan.

Access to the School Site - Pedestrian and vehicle gates

Very regular visitors may be provided with entry fobs once DBS clearance is secured. All other visitors must use the intercom to gain access and then report to Reception in the Junior School.

Do not wander around the school unnecessarily. Always follow instructions for moving from one area to another should you need to do so.

First Aid

If you have an accident, you may be required to complete an accident form for our records. There are qualified first aiders on site.

Toilets

Visitor (and staff) facilities are located at the front of school and next to the staff room.

Health and Safety/Security

Health and Safety is a priority

The school will take every reasonable step to prevent injury and ill health to personnel by protecting individuals from hazards at work. This includes pupils, staff and visitors to the school. This is enabled by:

- Following the procedures outlined in our Health and Safety Policy
- Assessing and controlling risk as part of the day-to-day management of school activities
- Controlling access to the school site
- Maintaining safe, healthy and secure working conditions
- Providing necessary training and instruction so that personnel are able to perform their various tasks safely and efficiently
- Ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out of school activities
- Carrying out periodic reviews of the Health and Safety Policy and updating risk assessments
- Your safety and wellbeing onsite is important to us. As a visitor, you have a legal duty to care for the health and safety of yourself and others

You are required to comply with safety procedures for your own protection and that of everyone else in the school community.

Please report any concerns immediately, to the member of staff supervising your visit, or to the school office or to Sarah Mulroy, School Business Manager.

The school office is open from 8am - 4pm on Mondays to Fridays during term time.