



Avalon School

NOTICE TO VISITORS

Welcome to our school. Avalon School is committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and visitors to share this commitment.

SAFETY



The Health and Safety at Work Act 1974 requires both you and the school to take all reasonable steps to ensure your safety on this site. Please note signage in your area and observe safe practice.

- Follow school procedures whilst on the premises.
- Sign in at the School Office and receive a Visitors Badge.
- Sign out and return your Visitor Badge when leaving the premises.
- Do not enter a classroom without prior arrangement with a member of staff.

Your safety and well-being during your visit are important to us. As a visitor you have a legal duty of care for the health and safety of yourself and others.

Please make the office staff aware of any medical needs.

Nuts, of any kind, are NOT to be brought onto the school site.

The school accepts no responsibility for any loss or damage to visitor's property.

SAFEGUARDING



If you have any concerns that a child has been harmed, is at risk of harm, or you receive a disclosure, please speak to a member of staff immediately and report your concern to Mrs Callaway, Headteacher (Designated Safeguarding Lead).

If you have any safeguarding concerns about a member of staff or other adult within the school environment, please report your concern directly to Mrs Callaway, Headteacher.

FIRE ALARM



The fire alarm is one continuous siren.

Fire evacuation procedures are clearly displayed around the school.

On discovering a fire:

Operate the nearest **RED** fire call box and then evacuate as below.

On hearing the fire alarm:

Leave the building by the nearest exit and make your way to the assembly point on the playground. Do not stop to collect belongings. Do not re-enter the building until you are informed to do so.

LOCKDOWN ALERT



The Lockdown alert is an intermittent siren.

On hearing the lockdown alert:

Immediately close, lock or barricade doors, close windows and blinds. Get yourself and any children into safe location away from door and windows within the classroom/office.

If possible close down or put computers in sleep mode.

Do not answer telephones or doors until all clear has been given.

If outside of the building immediately return to the building ensuring any children with you are brought inside the building safely.

On discovering an intruder:

Operate the nearest **YELLOW** lockdown call box and then follow the procedure above

FIRST AID



Any illness or accident on school premises must be reported to the school office.

The school ensures that during the school day designated first-aiders are on-site. First aid is available from the school office.

If further support is required ie: ambulance, please contact the school office.

NO SMOKING OR VAPING



Please note that Avalon School is a **NO SMOKING or VAPING** environment.

NO MOBILE PHONES



Mobile phones are not to be used during the school day unless in a designated area, such as the staff room. Mobile phones should be on silent or switched off and kept in a bag and not on your person.

BRITISH VALUES



At Avalon School we promote fundamental British values and as such we expect all visitors to respect this and reflect these values in any talks, activities or presentations they undertake at Avalon School.