



Emanuel School

Welcome to Emanuel School

Emanuel prides itself on being a warm, welcoming and active community.

The following guidelines explain our 'house rules' to all visiting guests and are intended to help you to make the most of your time at school. The information is aimed at adults who are not members of staff, for example: parent helpers, volunteers, visiting speakers, job applicants, consultants and external tutors.

Emanuel School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and guests to share this commitment. The health, safety and wellbeing of our pupils are of paramount importance to all the staff of the school. If you have any queries, please speak to the member of staff you are working with, otherwise please contact Mr Ravi Kothakota, Deputy Head: Pastoral.

Thank you again and I hope that you have an enjoyable and productive time with us.

Robert Milne, Headmaster



Visitor information

Aims

During the pandemic, the school's visitor policy aims to keep everyone on the site safe. It also aims to give clear guidance to all visitors. The majority of meetings between members of the school staff and parents or members of the public may well be conducted virtually (including presentations by visiting speakers) or over the phone or email. If, however, there is a clear need for a face-to-face meeting, or an in-person visit to the school site, the following guidance must be followed.

Medical declaration

By coming onto the school site, all visitors confirm the following:

- They are not displaying any symptoms of coronavirus (a new persistent cough; a high temperature; a loss or change to sense of smell or taste)
- They are not currently required to self-isolate as per government guidelines

Visitors who intend to enter the school buildings will be directed to complete the health declaration form [here](#) prior to entering the school site to confirm their COVID-19 health status. This includes confirmation of a negative LFD or PCR test 24 hours prior to the visit.

All visitors are asked to be mindful of social distancing protocols (maintaining a respectful distance where possible) and follow the designated routes around the site to ensure the school remains a safe environment. Visitors will be asked to wear a mask inside during their visit, but may choose to do so at other times should they wish.

For information on attending sports fixtures please see opposite.



On arrival

When you arrive at the school's security gate on Spencer Park, you will be asked to confirm you have read the health declaration, as well as present your photo ID and sign-in. You will be given a visitor pass which you are required to wear at all times. You will be required to wait at the security gate for your host or directed to the main reception where our receptionist will contact the member of staff you are here to visit. Throughout your visit you will be escorted at all times.

Safeguarding / Child Protection

It is mandatory for all visitors to Emanuel School to sign in on arrival and to wear the visitor pass obtained from the security gate. The visitor pass should be clearly visible at all times. If you are not wearing it, you may be asked to display it by a member of staff.

If you witness or hear anything that you believe to be of concern relating to child welfare and safety, please alert a member of staff immediately or email or telephone the Designated Safeguarding Lead, Mr Kothakota, on safeguarding@emanuel.org.uk or call 020 8150 1362.

Safeguarding Checks

You will be required to provide ID on each visit and to confirm your identity. If your visits to the school become more regular, regular, the school may ask you to undergo safeguarding checks.

Car parking

There is no car parking available on-site during the week. We request that all drop-off and pick up takes place away from the school site for safety reasons and to ease congestion at the school gates.

At weekends, parking is available subject to space. The staff at the gatehouse will be able to confirm whether space is available for you. See further information under 'sports fixtures'

Visitors with health conditions or impairments

Visitors with health conditions or impairments are advised to inform the school in advance if they require special arrangements.

Dogs

With the exception of guide dogs, dog are not permitted on the school site at any time.

Smoking

Smoking or vaping is not permitted on the school site.

Fire

In the event of a fire, please exit the building immediately and make your way to the visitor assembly point by the main reception.

Recording

A record of all visitors to the site will be kept by the school's receptionist.

Sports fixtures

Parents are able to attend sporting fixtures on a Saturday and during the week, but by doing so confirm they are able to be on-site as per the medical declaration. Those attending sports fixtures are **not** required to complete the health declaration form.

Parking is available at the weekend (not during the week) subject to space being available. All parking is to the left of the main building in the designated parking bays. There is no parking available in the Hampden Yard or any other parts of the school.

Entrance to the site is from the Spencer Park gate with exit through the Battersea Rise gate.

We request that parents dropping off or collecting pupils on a Saturday do so a short distance from the school gates to ease congestions.

Parents will be able to use the toilets in the Hampden Hall but will not be permitted to enter any other part of the school buildings.

