



Emanuel School

# VISITOR INFORMATION

# WELCOME TO EMANUEL SCHOOL

Emanuel prides itself on being a warm, welcoming and active community. We ask that visitors share our commitment to work in the best interest of the children and to respect the vision and values of the school.

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.

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

If you have any queries or concerns, please speak to the member of staff you are visiting or working with, otherwise please contact Mr Ravi Kothakota, deputy head: pupils and designated safeguarding lead.

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

*Robert Milne, Headmaster*

## ARRIVAL & VISIT ARRANGEMENTS

On arrival, please report to the school's security gate on Spencer Park where you will be asked to present a photographic ID (*such as a passport, driver's licence photocard*) and to sign in.

Depending on the purpose of your visit, you will be issued with a visitor pass or visitor sticker which you will be asked to wear visibly at all times. You should expect to be challenged if you are not wearing your identity card. If you are issued with a green lanyard, this will mean that you must always be escorted by a member of school staff whilst on site. A sticker entitles you to go onto the main field only and to not enter any school building unless to use designated toilets.

You will be asked to wait at the security gate for your host or be directed to the main reception where our receptionist will contact the member of staff you are visiting.

On departure, please return your visitor pass and lanyard at the gatehouse and sign out.



## **SPORTING FIXTURES**

During the week and on Saturdays, parents are welcome to attend school sporting fixtures. Parents attending sports fixtures midweek during school hours will be required to sign in at the gatehouse and will receive a sticker for identification purposes which should be displayed at all times while on site.

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 on any other part of the school. Vehicular entrance to the site is from the Spencer Park gate. At entrance, you will be advised which exit gate to use after the fixture.

For safety reasons, we request parents dropping off or collecting pupils on a Saturday do so at a short distance from the school gates.

Parents will be able to use the toilets in the Hampden Hall but should not enter other parts of the school buildings unless accompanied by a member of staff.

## **VISITORS WITH IMPAIRMENTS RESPIRATORY INFECTIONS AND HEALTH CONDITIONS**

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

In their ongoing duty of care, the school takes actions to help reduce the spread of respiratory infections to ensure the safety and wellbeing of others. Visitors should therefore be mindful of the [NHS guidance](#) before coming onto the school site.

## **SAFEGUARDING/ CHILD PROTECTION**

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](mailto:safeguarding@emanuel.org.uk) or call 020 8150 1362.

## **HEALTH & SAFETY**

We take health and safety very seriously. Please report even a minor accident to your host.

If you have any concerns about health and safety, or see something that requires remedial action, please inform the health & safety officer or estates director (Mr Wright).



## EMERGENCY PROCEDURES

Should you hear a fire alarm, please vacate the building immediately and report to the visitor assembly point next to the sports hall. Do not re-enter the building until told it is safe to do so by a member of staff. If you are working with pupils, please make yourself aware of the fire evacuation procedures and lead pupils to safety.

In the event, that the school or areas around the school come under physical attack from any source, there will be a tannoy announcement 'Lockdown!'. If inside a building, remain inside. If outside a building, go to the nearest school building and remain inside. If outside but not near a building, and you hear a disturbance, then run away from the noise. The essential tenets are: Run, Hide and Tell.

## CAR PARKING

Usually, there is no car parking available on site during the week. 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 'Sporting Fixtures'. Under no circumstances should visitors to the school park on the John Archer Estate (as for resident permit holders only) or Spencer Park Road on single and double yellow lines.

## MEDICAL & FIRST AID

The school has a well-equipped medical room staffed by two qualified nurses. In school term time it is open from 8.30am until 4:30pm to respond to first aid needs as well as provide more general medical care.

During sporting fixtures on weekends, medical care is provided by one of the school nurses or external medical cover.

## DOGS

Except for guide dogs, dogs are not permitted on the school site at any time.

## PHOTOGRAPHY

Photography of our pupils is not allowed, and we would ask you to be mindful of people's privacy. If you are a parent attending a school performance or other school event, we ask you to be mindful and to only share photos of your own child on social media.

## CONFIDENTIALITY

Please respect the need for confidentiality. Any issues observed, discussed, or overheard that refer to children, their families or staff should not be discussed out of school.

## CCTV

For the purposes of safety and security, CCTV cameras have been installed in carefully selected locations.

## SMOKING

Smoking, vaping and the use of nicotine pouches is not permitted on the school site.

## ALCOHOL

Alcohol may only be consumed at specific events organised by the school and where it is served by school staff. Otherwise, no alcohol should be consumed on site.