



Emanuel School

VISITOR INFORMATION

WELCOME TO EMANUEL SCHOOL

Emanuel prides itself on being a warm, welcoming and active community. We ask that visitors to 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.

These guidelines outline our 'house rules' and are designed to help you make the most of your time at school whilst supporting the school in maintaining a positive and safe school environment. The information is aimed at visiting adults who are not school staff, such as 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 photo-card*) and to sign-in.

Depending on the purpose of your visit, you will be provided with either a visitor pass or visitor sticker, which must be worn visibly at all times. You should expect to be approached if you are not wearing your identity card. If you are given a red lanyard, this indicates that you must always be escorted by a member of school staff whilst on site. A visitor sticker allows access to the main field only and does not permit entry to any school building, except for 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 whilst on site. 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 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 adviser or estates director.



EMERGENCY PROCEDURES

Should you hear a fire alarm, please vacate the building immediately and proceed to the visitor assembly point located next to the sports hall. Do not re-enter the building until you are instructed to do so by a member of staff. If you are working with pupils, please familiarise yourself with the fire evacuation procedures and guide pupils to safety.

In the event of a physical threat to the school or its surroundings, there will be a tannoy announcement 'Lockdown!'. If you are inside a building, stay inside. If you are outside a building, go to the nearest school building and remain inside. If you are outside and not near a building, and you hear a disturbance, move away from the noise. Remember the key actions: Run, Hide and Tell.

CAR PARKING

Due to ongoing construction on site, visitor parking is temporarily unavailable. However, a designated parking space is reserved for any blue badge holding visitor.

Visitors are strictly prohibited from parking on the John Archer Estate which is reserved for resident permit holders. 'Pay and Display' parking is available along Spencer Park Road with specific times being free of charge.

MEDICAL & FIRST AID

In school term time, the school ensures the availability of a school nurse or a qualified first aider from 8am to 5pm to respond to first aid needs as well as provide more general medical assistance.

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. Those visitors who wish to bring a guide dog onto site should ensure they have contacted the school in advance.

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 shared outside of the 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.