



INFORMATION FOR VISITORS TO JAMES CAMBELL SCHOOL

	<p>Parking on site Walking to school will be the normal expectation and positively promoted for the whole school community. This approach also supports and promotes a healthy lifestyle and physical fitness for children and their families. Encouraging walking also increases awareness of the local environment, independence and social opportunities. However, if you need to visit the school during the day and you are driving, you must park in the designated visitor's carpark which is on Langley Crescent, RM9 6TD Please adhere to all the traffic signs on site. When arriving please pull onto the pavement and use the buzzer to alert the office. Once in the secure carpark, you will be allowed through the secure gates to be able to enter the main entrance.</p>
	<p>First Aid We have many qualified first aid staff, please alert a member of staff if you feel unwell and they will call for assistance for you. Alternatively, please go to the school office.</p>
	<p>Health and Safety Contractors must ensure that they are fully conversant with the safety rules and regulations to be observed by contractors working on site. As a visitor to our school it is essential that you follow and health and safety guidelines that may apply.</p>
	<p>Smoking James Cambell Primary School is a non- smoking school – this includes e-cigarettes. Please DO NOT smoke on site. Thank you for your cooperation.</p>
	<p>Photographs Before taking any photographs on site permission must be sought from either the Headteacher, School Manager or the Site Manager.</p>
	<p>Security All visitors, supply staff, student teachers and contractors coming into the school must report to Reception. As a visitor you will be asked to sign in on the electronic system and you will be issued with a photo label which must be worn prominently so that staff and students can see you are a visitor. Depending on the circumstances you may also be asked to show any identification and your DBS certificate. If you are a regular visitor to the school you will need to sign in on each occasion. When you leave the site please ensure that you sign out on the electronic system and discard of your photo identification label in the bin provided.</p>
	<p>Fire and Evacuation If you have a host they will explain and guide you through any emergency procedures. If you are in school for the day please ensure you read the evacuation notice in the room you are in. If the alarm sounds for any reason follow the instructions. If you evacuate, the assembly point is clearly marked at the back of the field behind the staff room. If you have students with you please ensure they leave quickly, calmly and safely with you.</p>

Thank you for helping to keep James Cambell Primary School safe at all times.

James Cambell School is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment.

We are also committed to the equality of opportunity for all.