



Juniper Hill School

Kindness Enjoyment Achievement




Information for Visitors

Signing in and out

Please ensure that you sign in at the office (and out again) and wear your visitor's lanyard **at all times** whilst on the premises.

Emergency Evacuation Procedures

The main alarm is a continuous bell. On hearing it you must leave the building by the nearest and safest exit onto the school playground. **Let us know if you need any assistance.** Please report to a member of the office staff.

-  Do not re-enter the building until you are told you may do so.
-  Do not try to go to your car and leave the premises as this may hamper the access of the emergency services.
-  Do not stop to collect personal belongings.

Short bell blasts (as opposed to the continuous bell blast for evacuation) will sound repeatedly to instigate lockdown procedures. Please follow a staff member instruction.

First Aid

First aid boxes are kept in the medical room. All accidents must be reported to the school office.

Health and Safety

The school has a Health and Safety Policy which is available on request. Visitors must report any Health and Safety concerns to the class teacher, office or Headteacher. Whilst on site you are legally responsible for taking reasonable care of your own health and safety.

We are a no smoking site, smoking is not allowed anywhere on the premises.

Please do not bring hot drinks onto the premises.

Mobile Phones

Mobile phones must not be used in front of children. You cannot take any photographs of children on your phone.

DBS Checks

Any visitor who is not DBS checked will not be left alone with pupils at any point.

Behaviour

We are always pleased to receive visitors, guests and parents to our school. We are very proud of our school.

We have high expectations of good behaviour from our students and believe it is the duty of all adults to model such behaviour.

We ask you, therefore, whilst you are part of our school to behave with respect, courtesy and consideration.

If you threaten or assault anyone in the school, or persist in abusive behaviour, you will be asked to leave the premises and may be prosecuted.

Thank you.