



VISITORS  
SAFEGUARDING  
& EVACUATION  
AT SACRED HEART

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*We assure you a warm, friendly and professional  
welcome to Sacred Heart High School,  
whatever the purpose of your visit.*

*We welcome you.*

## **1 SIGNING IN AND OUT & WEARING IDENTIFICATION BADGE**

All visitors arriving on foot (including parents) must enter the school from Hammersmith Road and report to reception first.

Those arriving by vehicle should enter via Bute Gardens at the rear of the school and must immediately report to the Site Manager's Office, from where you may, if necessary be escorted to report to the main reception desk at the front of the school for signing in. The only exception to this would be those simply handing over deliveries to the Site Team before immediate departure.

At reception, you must state the purpose of your visit and who has invited you. You should be ready to produce formal identification upon request and must sign in using our electronic system.

At the end of your visit you will be escorted to reception and must log out using the online visitor record system and must return the identification badge to reception. You must then leave through the front entrance on Hammersmith Road unless you arrived by car in which case you will be escorted to the rear exit.

## **2 WEARING A SCHOOL ID BADGE & BEING ACCOMPANIED**

All visitors must wear the identification badge provided to you when you sign in and this must remain visible at all times. You will then be escorted to your point of contact, or that member of staff will come down to collect you. Your contact member of staff will be responsible for you throughout the visit.

You must be accompanied at all times unless you are on the **Approved Visitor list** which covers various regular visitors for whom various checks have been made by this school.

## **3 DUTY OF CARE**

The School has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Governing Body and senior staff to ensure that this duty is uncompromised at all times.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned.

The School therefore requires that **all visitors** (without exception) comply with the following procedures. Failure so to do may result in your escorted departure from the school site.

For the avoidance of doubt, the term 'all visitors' includes peripatetic tutors, sports coaches, topic related visitors (e.g. authors, journalists); all school governors; all parents and volunteers; other education related personnel (such as advisors or inspectors); building & maintenance and all other independent contractors and (as appropriate) independent contractors who may transport students on coaches, minibuses or in taxis

#### **4 APPROVED VISITOR LIST**

To qualify for this list you must have demonstrated, prior to your visit that:

- a) You have a current clear enhanced DBS check and a copy of this has been registered on the School's Central Record; and
- b) A current clear DBS 'children's barred check' has been undertaken; and

You would still need to come to reception and sign in (with the exception of those who have been granted entry passes which automatically record their presence within the building. A copy of the Approved Visitor List is kept behind reception and with the Site Manager at all times.

#### **5 UNINVITED VISITORS TO THE SCHOOL**

Staff have been instructed to politely challenge any visitor who is not wearing an identity badge to enquire who they are and their business on the school site. If you have not signed in, you will be escorted to reception to sign in and be issued with an identity badge.

If any visitor refuses to comply, they will be asked to leave the site immediately and a member of the SLT informed. The SLT member will consider the situation and decide if it is necessary to inform the police.

If any visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

#### **6 GOVERNORS AND VOLUNTEERS**

All governors and volunteers must comply with Criminal Records Bureau procedures, completing a DBS disclosure form (if not already held) via the school office.

The school will check all governors and volunteers DBS certification is current (i.e. less than 3 years old).

Governors are also required to sign in and out like any other visitor. This is important for our emergency evacuation procedures. New governors will be made aware of this policy and familiarised with its procedures as part of their induction. This is the responsibility of the Headteacher and Chair of Governors.

New volunteers will be asked to comply with this policy by staff they first report to, when coming into school for an activity or class supporting role.

## **7 SUPPLY TEACHERS**

Supply teachers must follow the same procedures with regard to arrival and departure from school as outlined in this policy

## **8 PARENTS**

Parents visiting the school must first report to reception as a visitor and should be escorted within the school in the same way that applies to other visitors. No parent is allowed to take a child from school without this being recorded at reception.

No parent is permitted to have contact with children other than their own.





## **9 CONFIDENTIALITY**

As a visitor to this school you are bound by the following confidentiality requirements. Information relating to individual students or members of staff is totally confidential. Whilst in school, visitors may hear conversations which are of a confidential nature. These cover aspects such as students' academic progress, misbehaviour, or home circumstances.

*All information relating to individual students and staff is totally confidential and visitors must respect this.*

## 10 CHILD PROTECTION CONCERNS

Any concerns that you have about the welfare of our students should be referred to any of the following designated staff members and **not with the parents** of the student. Names of all these nominated staff is displayed at Reception and throughout the school.

Role		Name	Contact details
Designated Safeguarding Lead		Ms M Conran, Deputy Headteacher	020 8748 7600 x 365
Operational Safeguarding Lead		Ms B Sharma	020 8748 7600 x 213
Designated Senior Person the Prevent Duty		Ms E Maton	0208 748 7600 x 239
Nominated Child Protection Governor		Dr M Phelan	via Governance Professional: adijkhuis@sacredh.lbhf.sch.uk
Headteacher		Mrs S O'Donovan	020 8748 7600 x345

## 11 HEALTH AND SAFETY

The school has a health and safety policy which is available on the school website. Visitors need to exercise due care and attention and report any obvious hazards or concerns to the appropriate member of staff, deputy head teacher or headteacher. First aid is available from the Student Services office and other first aiders are available throughout the school.

## 12 FIRE AND EVACUATION PROCEDURES

### 12.1 If you discover a fire or major hazard

Any person discovering a fire of any sort should in all cases:

- Operate the nearest fire alarm call point immediately. These are located within the corridors and adjacent to each exit door.
- Call the fire service by **dialling 999** and inform a member of staff.

<b>Tell the 999 operator:</b>	
<b>EMERGENCY</b>	<i>'There is a fire' or 'There was an explosion' etc.</i>
<b>LOCATION</b>	Sacred Heart High School, 212 Hammersmith Road, Hammersmith, London W6 7DG  Tell the operator <b>which building</b> the fire is in.
<b>ACCESS</b>	For the Russell Building (i.e. DT building) and the Chapel access is via <b>Blue Gates</b> on Hammersmith which can be unlocked via an inside bolt.  For all other buildings it's the <b>Bute Gardens</b> entrance.
<b>CASUALTIES</b>	Explain if you can
<b>HAZARDS</b>	Explain if you can

## **12.2 If the fire alarm sounds**

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Evacuation routes are displayed in all rooms of the school, normally by the light switch next to the door. Be aware that the safest direction of evacuation may be affected by the location of the fire.

Emergency lighting will automatically come on in the event of power cut.

### **Trained Fire Marshals will direct the evacuation.**

- Close all doors behind you.
- Do not stop to collect personal belongings.
- Report to the assembly point.

**Assembly Point 1** (the main and default assembly point for the entire school) is the area in front of the Calder Building, with girls lining up in form groups on the tennis courts and on the grass. Laminated signs on the fencing around the courts, identifies where each form group assembles.

**Assembly Point 2** (Brook Green) will be used if Assembly Point 1 is considered unsafe.

Nobody should return to the building until either the site manager or when present, the officer in charge from the Fire Service, has given permission.



Pupils and staff leaving from the chapel area or from the Russell Building onto Hammersmith Road must walk outside and along Bute Gardens to access the assembly area in a quick and orderly manner.

Staff members who host visitors (or those who are with the visitor at the time of the incident) are responsible for checking at the assembly point that their visitor is safe. This will be communicated to the receptionist so that all can be accounted for.

Once all students, staff and visitors have been accounted for, they must await further instruction from the Fire Service Officer and Senior Management Team.

**See map of the external  
evacuation points on the back  
cover of this leaflet**

# EXTERNAL FIRE EVACUATION ROUTES

