KEW HOUSE SCHOOL

VISITOR INFORMATION

- **All visitors to the school are required to sign in at Reception on arrival. For their first visit a detailed statement of their responsibilties whilst on site is displayed**
- **Safeguarding** – our school has a strong safeguarding culture that relies on all members of the community being vigilant and free to report any concerns, without prejudice. If, during your time with us you have any cause for concern please contact any one of the following:
    - Headmaster, **Will Williams** – office as indicated by the signs, or call 202
    - Designated Senior Lead, **Liz Atwell** - office as indicated by the signs, or call 229
    - Deputy Designated Lead, **Janine Morgan** – food and nutrition dept, ground floor

Reception (200) will assist you in locating one of the above or a member of SLT, all of whom are trained in safeguarding matters.

- **Fire**
    - If you discover a fire:

A.	**Raise the alarm by operating the nearest fire alarm call point.**
B.	**Exit the premises immediately**
C.	Tackle the fire with appliances provided only if you have been trained to do so
D.	Contain the fire if possible by closing doors
E.	**If the fire should get out of control, or your escape route is threatened, leave the building at once.**

    - If you hear a fire alarm, make your way out of the building as indicated by the signage, to the assembly point on the decking, where you will be accounted for.