KEW HOUSE SCHOOL

VISITOR INFORMATION

- **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:
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    - Headmaster, **Will Williams** – office as indicated by the signs, or call 202
    - Designated Senior Lead, **Preya Dhanecha**- office as indicated by the signs.
    - Deputy Designated Lead, **Josh Sheehan,** Head of 6th Form, ILC

  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.

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