

Information for Visitors

Emergency Evacuation Procedures

Fire alarm—The fire alarm is a continuous bell. On hearing it you must leave the building by the nearest and safest exit and report to the KS2 playground

- 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.

Emergency lockdown—The lockdown alarm is 3 Short whistles, with someone saying 'lock down'. On hearing the alarm, everyone must stay in room they are in and if in a corridor/communal space make their way to the nearest classroom. Once in the classroom, follow in-class procedures.

First Aid

The following staff are trained paediatric first aiders:

- Lilian Hazelden, Receptionist
- Kate Eld, School Administrator

All other staff receive regular basic first aid training as appropriate.

Accidents and Incidents

Please report these to the school office or a member of the leadership team.

Health and Safety

Our Health and Safety Policy can be found on the school website. Any concerns should be raised with the headteacher.

Information for Visitors

Access to the Internet

All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT policy. This can be read and agreed to at the point of connection.

Toilets

Are located upstairs above the main school reception area.

Tea/Coffee

Hot drinks are to be consumed in the staff room – No hot drinks are to be carried around school.

Parking & Disabled Access

There is no parking available on site for visitors but we have spaces reserved for guests requiring disabled access.

Visitors should park in the Buryfield Car park in Great Missenden and walk along the path to the side of the school and enter via the Church Street. There is limited parking on Church Street (Please note the parking restrictions)

Thank you for taking the time to read this information.

Visitor Guidance

Welcome to
Great Missenden School,
*an Academy of the Great
Learners Trust*

*Safeguarding and promoting the welfare of
children is everyone's responsibility.*

*Everyone who comes into contact with children
and their families has a role to play.*

*In order to fulfil this responsibility effectively,
all practitioners should make sure their
approach is child - centered. This means that
they should consider, at all times, what is in
the best
interests of the child*



Great Thinking—Great Teaching—Great Learning

Welcome

At Great Missenden School, the safety and wellbeing of our children is paramount. We seek to provide an open and friendly learning environment and work closely and proactively with parents, members of the local community and other agencies. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, Governors, volunteers and visitors to share this commitment.

We welcome all visitors to the school; we do expect all visitors to comply with the school policies and procedures at all times for the safety and wellbeing of all.

Visitor Badges

Once signed in, you will be given a visitor badge. Please wear your badge at all times whilst on the school premises. Anyone without a badge will be automatically challenged by a staff member and escorted back to the school office.

Smoking on site

Smoking on site is not permitted at any time.

Use of Mobile Phones

Visitors must not use mobile phones whilst in lessons or working with children. The mobile phone policy can be found on the school website.

By signing the visitor register you are agreeing to abide by our school policies. Copies of these policies can be found on the school website.
www.greatmissendenschool.co.uk

Thank You,

Headteacher

Information for Visitors

Only visitors with DBS clearance are allowed to work with children at school. Visitors without clearance must be accompanied by member of staff at all times.

If, as part of the agreed reason for your visit, you will be spending time alone with a child, please ensure you and the child are visible i.e. by leaving the door open or sitting in front of a window.

Do not give any personal information to children, such as your mobile number, address or social media details. Do not provide children with your personal email address, and only provide your professional work email if it is necessary as part of the reason for your visit.

If you have any concerns that a child may be at risk of harm, report it immediately to the designated safeguarding lead who can be contacted via the main school office. Do not discuss your concerns with the student, and do not carry out an investigation.

If a child makes a disclosure to you, do not promise confidentiality. Record the details of the conversation to pass onto the designated safeguarding lead. Reassure the child and explain that you will need to pass this information onto someone else. Inform the designated safeguarding lead of your concerns immediately.

For further guidance, the school's child protection policy can be found on the school website.

Information for Visitors

If you are concerned about the behaviour of a member of staff, report it immediately to the headteacher. If the concern is about the headteacher, report it as soon as possible to the Chair of Governors (contact details can be obtained via the main school office).

Designated Safeguarding Lead (DSL)

Mrs White, Child and Family Support Co-ordinator



Additional Safeguarding Leads

Johnny Magee
Head Teacher



Harry Sperring
Deputy Head Teacher



Rebecca Marsh
SEND CO



Mrs Allison
Teacher



Governor with safeguarding responsibility

Kaiser Munir

