

Welcome

This leaflet is designed to help you understand the measures in place to protect your health, safety and security whilst visiting our school.

Arrival on site

The reception is located at the main entrance. On arrival you will be asked to sign in on the visitors system and a visitors' badge will be printed out. You will be required to wear your visitors' badge **at all times**.

When departing from the site' you will need to sign out and return your visitors' badge.

Safeguarding our Children

At KCA, we hope that you find you are made to feel welcome by both pupils and staff.

Our children are frequently reminded about personal safety and safeguarding so you may find that children will be curious about your visit. In accordance with current safeguarding guidelines, visitors who are not able to present proof of a valid enhanced DBS disclosure will be escorted at all times on their visit. We appreciate your understanding of this protocol.

Should you have a Safeguarding concern, however small or large, please ensure that this is reported to the main school office **immediately** so they may inform the Designated Person for Child Protection.

Health and Safety

Nothing is more important than the safety of everyone at the school. We aim to provide a safe and healthy working environment. If you have any suggestions that might help this process, please contact reception who will pass them to the school's Health & Safety Committee.

All accidents and injuries within school are preventable and every task must be performed with safety in mind. If you do have an accident or injury within the school please report it at the school reception.

First Aid

If you have an injury or are feeling unwell please contact the office.

The medical room is located in the main office. For all First Aid requirements please contact the reception who will be able to direct you to our First Aiders.

Deaf awareness

Communicating with deaf people isn't only about signing. So, if you can't sign, it doesn't mean you can't communicate.

Here are some basic tips to get you started:

- Get the deaf person's attention before starting
- Face the deaf person / make eye contact
- Speak clearly, at a natural pace
- Use an expressive face
- Use natural gestures
- Ensure your face is in good light
- Keep your mouth visible
- Make sure the deaf person knows the topic of conversation
- Check the deaf person has understood you before continuing
- Speak one at a time
- Smile and relax!
- Use pencil and paper if you get stuck

Emergency Procedures

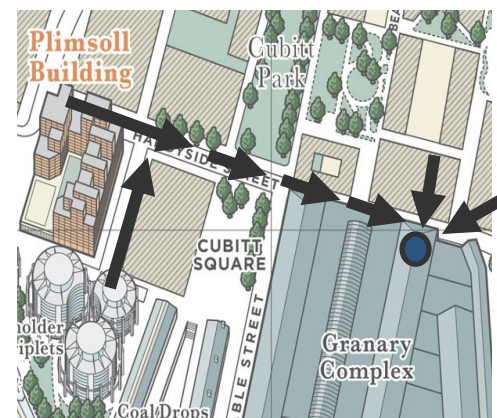
Anyone suspecting an intruder in the building should notify the office on extensions 115 or 109 (voice and videophones) to activate the panic alarm. On activation a siren / visual sounding alarm will be heard / seen.

- If you identify a threat, remain where you are and lock all doors. All windows and blinds should be closed and lights turned off
- Lie face down under your desk or hide in a cupboard out of sight and remain silent
- Once the alert is in force await further instructions through the PA system. Do not assume the all clear until it is announced.

Fire safety

On discovering a fire:

- Sound the alarm by breaking the glass at a call point, situated by stairwells and fire exits
- Evacuate the building from nearest exit and go to the Platform Theatre assembly point., located behind Central Saint Martins on Handyside Street (see map below)
- Please report to a member of staff in a Hi-Viz vest, please do not leave before you have done as we need to account for everyone who has been in the school.



● Muster Point