



Visitor Information

SCHOOL SITE SECURITY

All visitors to the school must report directly to Reception where they will be signed in and given a visitor lanyard.

You **MUST NOT** enter any part of the school site unaccompanied.

Staff have the right to ask for identification from any person on site.

Please ensure your visitor lanyard is visible at all times.



EMERGENCY PROCEDURES

A continuous alarm indicates a valid Fire Alarm.

The building should be evacuated immediately and you should proceed to the designated assembly point (top playground).

All visitors must report to the receptionist at the assembly point who will be holding the visitor signing in tablet.

You should remain in the designated assembly area until advised.

DO NOT re-enter the building until directed to do so by the Fire Officer.

If whilst on site a fire is observed, the nearest fire alarm must be activated as soon as possible and the Fire Alarm Procedure followed.



CHILD PROTECTION

All child protection issues **MUST** be reported immediately to Mrs Kim Lane, Designated Safeguarding Lead. If Mrs Lane is not available you should seek Mr J Church, Miss J Morgan or Miss E Fodor, Deputy Designated Safeguarding Leads. If none of the aforementioned are available please speak to a member of the Senior Leadership Team.

A Safeguarding Advice leaflet for volunteers and regular visitors is available from reception.



HEALTH & SAFETY

Lugwardine Primary Academy (LPA) has a duty of care to staff, pupils and visitors to site.

All injuries/accidents that take place on LPA premises **MUST** be reported to reception.

For First Aid assistance – contact reception.



DISABLED FACILITIES

Toilets with disabled access are available opposite the staff room.

Please inform reception upon arrival if your disability (may include impaired hearing and impaired sight) prevents you from evacuating the building quickly by the normal escape route.



MOBILE PHONES

For safeguarding reasons, we would ask all visitors to LPA site to refrain from using or having mobile phones on display where there are pupils present.

PLEASE NOTE LPA IS A NON SMOKING SITE

