



Isaac Newton School

Visitors Guide

**PLEASE FIND TIME TO READ THIS IMPORTANT INFORMATION
TO HELP KEEP YOU SAFE**

Welcome to Esland Isaac Newton School. Keeping everyone safe is our first priority as a school and we have put together this information to support and enhance your visit.

CAR PARKING AND ACCESS: Car Parking is available opposite the school building and on-road parking is also available. The entrance is at the front of the building. Ring the bell to gain access.

ARRIVAL AND SIGNING IN AND OUT: On arrival, all visitors must sign in at reception in the visitors book. Please complete all the information required. You will be reminded of our mobile phone and fire procedures. Please wear the Red, Blue or Green badge and Lanyard you are given at all times.

Green Lanyard and badges are given to visitors who have been DBS cleared and can be unaccompanied around school.

Red Lanyard and badges are given to visitors who have not been DBS cleared and will require a member of staff present at all times.

Blue Lanyard and badges are given to agency staff who have been DBS cleared and can be unaccompanied around school.

You will also be given a Safeguarding Advice for Visitors leaflet.

Please ensure you sign out at reception when you leave and return your badge.

BUILDING LAYOUT AND EVACUATION PROCEDURES: At the end of this leaflet there is a map of the school building. It shows where the exits are from the school.

In an emergency, where everyone in the school needs to evacuate the building, such as a fire, the alarm will ring continuously. All students, staff and visitors are required to leave the building immediately via the nearest exit point. Once at the designated area, our fire warden will check that everyone is accounted for.

TOILETS: The Visitor toilet which is also a disabled toilet is located on the ground floor. Staff will be happy to give you access to this.

FIRST AID: If first aid is needed, make your way to reception where a first aider will be contacted. If a casualty cannot be moved, a member of staff will radio for assistance from a first aider.

CHILD PROTECTION/SAFEGUARDING: Every adult on the school site has a duty of care to all other people. If, as a visitor, you should see or hear something that gives you concern, please refer to the safeguarding advice leaflet you were given on arrival.

PERSONAL PROPERTY: All visitors are responsible for their own personal property and should ensure any valuable personal items they bring are kept securely. Personal property can be kept in the Administrator's office if needed.

With this in mind, you are not permitted to use a mobile phone or any other mobile device to save photos or videos of the school, or any of its pupils.

Thank you once again for visiting Esland Isaac Newton School.

We hope you enjoy your visit.

Site Plan:

