



ST JOHN'S
BEAUMONT

INFORMATION FOR VISITORS

Please report to reception immediately upon arrival with a photo ID and a DBS certificate (if you have one)

SIGNING IN / OUT PROCEDURE

- ✓ All visitors must sign in and out at main reception, and be issued with a visitor's identity badge, which must be worn clearly visible.
- ✓ During school holiday periods, contractors must report to the School Bursar (Mr James Bell) or the School Site Manager (Mr Matthew Lancaster) both at the start and end of their working day.
- ✓ Do not park in the yellow hatched area at the entrance to the gravel at the front of the school. This is for emergency vehicle access.

SECURITY

- Visitors must accept responsibility for the security of their own property. Please keep bags, laptops, phones, tools with you while on site.
- Visitors are advised not to leave valuables in their vehicle. However, if this is unavoidable, please lock out of sight in the boot.
- St John's Beaumont will not be held responsible for any loss of a visitor's personal property.

FIRST AID

- First Aid boxes are available throughout the School, locations advertised by stickers.
- An up to date list of 'First Aiders' is attached to the First Aid boxes.
- The School Nurses may be contacted for First Aid advice and assistance during term time.
- During holiday periods: contact the Bursar's Office/ Caretaker for any first aid requirements.
- The Infirmary is located on the Ground Floor of the main building, (map within this booklet).



- All accidents and near misses must be reported to the Matron/ Bursar's offices both during term time and holiday periods.

HEALTH & SAFETY

- St John's Beaumont regards the promotion of Health & Safety to be of the utmost importance for everyone on its site.
- We ask that you comply with all safety procedures, whether written or brought to your attention by other means, for the protection of yourself, those under your supervision, and others who may be affected by your actions.
- Please note smoking is not permitted on site.
- Should you have any concerns relating to any incident which has led, or could have led, to damage or injury, contact the Bursar's Office (bursar@sjb.email 01784 432 428).

WI-FI ACCESS

- Guest access is available to external users.
- Adults and children have different access levels to ensure Safeguarding.
- IT Support or Reception will supply a code to allow time limited guest access to the internet without compromising the security of the School network.

USEFUL CONTACTS

Reception	01784 494 044
(Main School Number)	01784 432 428
Admissions Officer	01784 494 053
Swimming Pool	01784 470 414

SAFEGUARDING – Your Duties and Responsibilities

St John's Beaumont is committed to providing a safe and healthy environment for children and young people, and the adults who work with them.



You Should:

- ✓ Treat everyone with respect.
- ✓ Provide an example for others.
- ✓ Respect everyone's right to privacy.
- ✓ Ensure any interactions with children and young people are in open, observable places.
- ✓ Avoid physical contact with other adults or young people.
- ✓ Remember that someone else might misinterpret your actions, no matter how well intended.
- ✓ Respect the cultural, religious and ethnic backgrounds of those with whom you work.

You Should Not:

- Permit abusive peer activities (e.g. bullying, racial or other harassment).
- Have any physical contact with young people.
- Judge or jump to conclusions about others.
- Show favouritism to any individual.
- Be drawn into attention seeking behaviour.
- Make inappropriate gestures or remarks.
- Rely on your good name to protect you.
- Believe 'it could never happen to me.'
- Interview or arrange to meet a young person on your own.
- Enter any contact with a pupil after having visited the School, including through e-mails and social networking sites.

No photographs are to be taken without permission from the Head Teacher, including any with children in the background.

Mobile phones should always be switched off or on silent. Any visitors wishing to use their mobile phone for calls or text messaging may arrange to do so with the person supervising their visit. This must take place in a designated area in the presence of a St John's staff member.

We ask that if you should hear, see, or read anything which troubles you about a child, or adult, please do not ignore it but report it to the School Office and ask to speak with a member of the safeguarding team:



Who to Contact:

Designated Safeguarding Lead:
Mr Jack Snell (jsnell@sjb.email) 07850501610

Deputy Safeguarding Lead:
Mrs Pippa Powell-Harper (ppharper@sjb.email) 07929236781
Mr Shaun Hutchinson Lawson (shlawson@sjb.email) 07956661817
Miss Claire Murphy (cmurphy@sjb.email) 01784 432 428

FIRE PRECATIONS & PROCEDURES

- ✓ Please familiarise yourself with the School layout and fire exits shown on the attached School layout drawings.
- ✓ Ensure you know where the assembly point on the gravel at the front of the School is.
- ✓ Note where nearest fire break glass to your work areas is.
- ✓ Do not obstruct fire exits or fire escape routes at any time.
- ✓ Do not wedge open fire doors with any materials, especially fire extinguishers.
- ✓ The fire alarm bell is a continuous electronic sounder which can be heard throughout the School and its outbuildings.
- ✓ On discovering a fire or hearing the fire alarm bell:
 - Raise the alarm so that evacuation procedures can commence by breaking the fire glass nearest to your area;
 - Immediately cease what you are doing and walk quickly and quietly to the assembly point at the front of the School on the gravel, via the nearest escape route;
 - Do not take belongings, tools or materials with you when leaving the building;



- No attempt should be made to close windows but doors should be closed by the last person leaving the room;
 - Fire extinguishers should only be used by those who have had fire extinguisher training;
 - Do not attempt to pass others on your way to the fire assembly point;
 - Remain in silence once you have arrived at the fire assembly point, as the responsible person may be trying to give you instructions or information and you will not be able to hear them if you or others are talking;
 - Never re-enter the building until the responsible person at the fire assembly point has told you it is safe to do so.
- ✓ **REMEMBER:** Everyone's first duty is to ensure the safety of themselves and others, and to evacuate the building and not remain to fight the fire.

Who to Contact:

The Bursar:

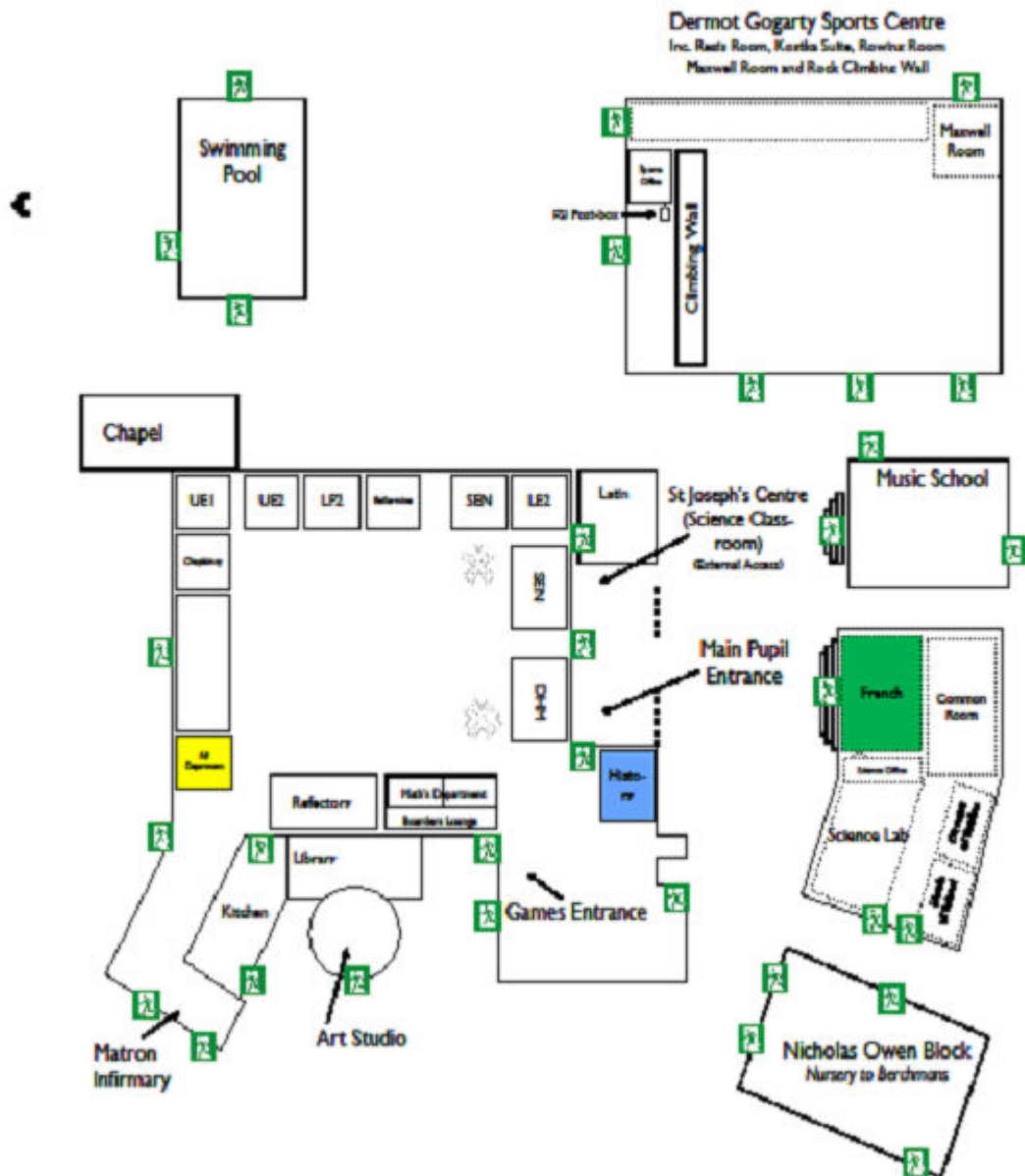
Mr James Bell (bursar@sjb.email) 01784 432 428

Site Manager:

Mr Matthew Lancaster, (caretaker@sjb.email) 01784 432 428



Map of St John's Beaumont Ground Floor





St John's Beaumont

School Mission Statement

We pursue excellence in teaching and learning through the development and care of the whole child. We promote Christ as the model for life where students and teachers alike may grow in the discernment needed to live each day with courage and compassion.



Charity for RC Purposes No. 230165

www.sjbwindsor.uk

St John's Beaumont Preparatory School Old Windsor, Berkshire, SL4 2JN
Telephone: 01784 432 428

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