



SHAPWICK SCHOOL

Information for Visitors

The following key Policies can be found on the School's website

Safeguarding

Health and safety

Fire evacuation

Prevent Duty

Please note that:

- The school is a non-smoking site
- The speed limit on the school site is 5mpg and Shapwick School has a non-reversing policy
- If you wish to make a complaint please see the complaints policy and procedure on our website



SHAPWICK SCHOOL

Visitor Code of Conduct

- Personal mobile phones must be switched off or on silent and may not be used for any media functions
- No walking around the site unaccompanied.
- Please follow staff instructions at all times
- Maintain appropriate behaviour whilst on the school site

Car Parking

Visitors who drive to the school, must park in the car park opposite or if this is full drive through the main entrance and park immediately to your right.

Please ensure you know your car registration.

Please ask at reception about disabled parking.

Signing in

All visitors must report to reception as soon as they arrive at the school, sign the visitors' book and collect a visitor's badge. The badge must be worn at all times whilst on the school site and returned to reception when leaving the school and signing out.



SHAPWICK SCHOOL

Safeguarding

At Shapwick School safeguarding our students is paramount. All staff undergo DBS checks and safer recruitment practices are followed. Shapwick School ensures that all staff are trained to the appropriate level in safeguarding and have developed robust systems to ensure that any concerns are investigated in line with Somerset Local Safeguarding Children's Board requirements.

We ask that if you hear, see or read anything that troubles you about a student, do not ignore it, but report your concerns to the Designated Safeguarding Lead at Shapwick School:

Adrian Wylie – Principal

Or Deputy Designated Safeguarding lead:

Hellen Lush – Headteacher

Gareth Wright – Head of Care

Graham Hilliard – Estates Manager

Lucy Shepherd – PSHE Lead

Or contact Somerset Direct: (9) 0300 123 2224

Or contact the Police (9) 999



SHAPWICK SCHOOL

Health and Safety

Health and Safety is of the utmost importance for all pupils and adults who work in or who visit Shapwick School.

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

If you have any concerns please inform reception or a staff member as soon as possible.



On discovering a fire

If you discover a fire, press the nearest fire alarm button and tell a member of staff. The member of staff must advise reception of the site of the fire. The member of staff will make the safety of the pupils a priority.



Fire Evacuation Procedure

The Fire alarm is signalled by the continuous ringing of the school bell.



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Immediately the fire alarm sounds you must evacuate the building via the nearest fire exit ensuring that all doors are closed behind you

- Do not run or panic
- Go to the muster point.
- At Manor Site – front lawn
- At DT Block – front playground
- At Church Farm – back lawn

Report to the fire marshall at the assembly point who will have the visitors' book for checking off.

Do not return to the building until you have been instructed to.

Disabled visitors, please identify your requirements so we can help you in the event of evacuation



First Aid

For all first aid requirements please contact reception. A trained first aider will be available should one be required.

All accidents must be reported and recorded in the accident book, located at reception.



SHAPWICK SCHOOL

Prevent Duty

Should you become concerned about any issue surrounding radicalisation/terrorism whilst on the school premises, please inform the police immediately and ensure that this is passed on to a senior member of staff



SHAPWICK SCHOOL

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