

Emergencies

Fire Evacuation

- ◆ If you discover a fire, activate the nearest fire alarm by breaking its cover then make your way to the Fire Assembly Point.
- ◆ The primary Fire Assembly point is the MUGA (Multi Use Games Area behind the Sports Hall) In the event that this is inaccessible; the field is the alternative assembly point.
- ◆ The fire alarm is a continuous intermittent bell. You must leave the building by the nearest exit and report immediately to the Fire Assembly point.
- ◆ Do not re-enter the building until told it is safe to do so.
- ◆ The fire alarms are tested at 3:30pm on Wednesdays.
- ◆ We operate personal assisted escape arrangements. Please advise Reception if you require special assistance.

Lockdown

- ◆ The lockdown alarm is a continuous siren, which is audibly different to the Fire Alarm bell. The siren will continue to sound until the emergency is over.
- ◆ By its very nature, such an event will be unpredictable but the principle is to
 - ◆ stay in the room where you are, keep students with you if applicable
 - ◆ Lock the door, close windows and blinds if possible, hide and stay quiet
 - ◆ Mobile phones must not be used
 - ◆ Await further instruction

Covid Arrangements

Please see separate guidance for full information

Sign In—Test and Trace

- Any visitor/parent/contractor must provide full contact details which are held for 21 days for Test and Trace purposes. See separate notice.

Face Coverings

- Any visitor/parent/contractor must wear a face covering in all communal areas

Toilet

- Designated visitor toilet is in Dining Hall. Please do not use any other toilet

Risk Assessment

- All contractors and Visitors for SEND, Healthcare and other Education consultants should provide the school with their own Covid Secure risk assessment including their own policy on face masks

Email: admin@bristolfreeschool.org.uk
www.bristolfreeschool.org.uk



Bristol Free School



Information for Visitors *Keeping Everyone Safe*

Welcome to BFS. We hope that your visit will be enjoyable, informative and safe.

We hope that you have an enjoyable visit. Our main priority is to ensure that everyone who visits is aware of their responsibilities towards making sure all young people are safe.

If you have any questions, please do not hesitate to ask a member of staff. Staff are easily identifiable as they all wear badges on blue lanyards.

Staff may challenge anyone on site without a badge, so please wear your visitor's badge at all times. Please return the badge and sign out when leaving.

Safeguarding

Please familiarise yourself with the separate document including details of the school's Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL).

If you are working in a 1:1 situation with a student, we must have confirmation that all the necessary safeguarding checks are in place including Enhanced DBS disclosure.

You must not have any physical contact with any student.

You must never exchange personal contact details with a student or arrange to meet them outside of the school environment.

The use of cameras and taking photographs is not permitted unless prior permission has been sought.

Report anything however trivial it may seem—it is your statutory duty to do this.



Designated Safeguarding Lead (DSL)

Dan East—Deputy Headteacher



Deputy Designated Safeguarding Lead (DDSL)

Sally Jenkins - Assistant Headteacher

Health & Safety

- Contractors must ensure that they are fully conversant with the school's safety rules and regulations.
- All visitors must follow any health and safety guidelines that may apply.
- Please report any accidents, incidents and near misses to Reception.

First Aid

We have several first aid staff, please alert a member of staff if you feel unwell or need first aid. They will call for assistance for you. Alternatively, please go to Student Services in C Block.

Gates/Site Access

- Visitors should use the visitors' gate through the car park.
- Students use a separate gate.
- Control of the visitor gate is via a camera intercom link to Reception. When the gate is released for you, please be careful not to let anyone else in or out of the school site.

Security

- Visitors are welcome on site from 8:00am.
- All visitors must sign in at Reception and wear the badge they are given at all times.
- Please wait in Reception to be collected by a member of staff.
- If you are working with students you will be asked to produce your DBS certificate and/or other forms of identification.
- Visitors without the above documents are escorted at all times.
- If you are a regular visitor to the school, you will need to sign in on each occasion.
- Before leaving site, please sign out at Reception and return your badge.

Parking

- The school has a limited car parking so please avoid driving to school if you can.
- Cars are parked at the owner's risk.
- If there are no designated parking spaces available, please park off site.
- Please do not double-park, park in the hatched areas or on the driveway as this is dangerous and impedes access for emergency vehicles.

Toilets

- There are staff, visitor and accessible toilets near the Reception areas of both main (C&D) blocks.
- There are other staff, disabled and accessible toilets throughout the school. Staff will be happy to direct you to the nearest facilities.

Access to the Internet/Mobile Phones

- Students cannot use their mobiles on school site. Please avoid using your mobile phone around students.
- All users of the school systems and Wi-Fi must comply with the Acceptable Use of ICT policy.
- Please ask Reception for details.

Smoking

- Smoking including e-cigarettes is not allowed anywhere on the school site, including the car park.
- We request also that you do not smoke anywhere near the school gate.