

## Photographs

The taking of photographs on school premises is not allowed

## First Aid:

Please notify Office Staff of any accidents or incidents. A First Aider will be called to perform any necessary checks/treatments. You may be asked to fill in a form to record the accident.

## Refreshments

Please enquire about facilities available. School Lunches can be ordered before 10am but you will have to pay for this via Parent Pay – please enquire in the main school office.

Toilets – adult and disabled toilets are located throughout school – please ask a member of staff.

## Safeguarding Children

Our over-riding concern is for the safety and well-being of the children in our care. If you have any concerns at the school, please raise this matter with one of our designated safeguarding lead:

Mrs Carrie Dodsworth  
Headteacher



Mrs Vicky Cornwell  
Deputy Headteacher  
EYFS Lead



Mrs Sarah Dickenson  
Class Teacher  
LKS2 Lead



# CHILTON ACADEMY AND NURSERY

## IMPORTANT INFORMATION FOR VISITORS

September 2022



[www.chilton.durham.sch.uk](http://www.chilton.durham.sch.uk)

e-mail [chilton@durhamlearning.net](mailto:chilton@durhamlearning.net)

Tel: 01388 720255/721619



## General

Members of staff who are expecting visitors should have ensured that the office staff are aware of the appointment. All visitors are admitted at the discretion of the Headteacher. All visitors must adhere to the instructions given by any member of staff. The Headteacher will decide whether the visitor needs to be accompanied for the duration of their visit.

Where possible, visits by contractors, especially for maintenance, should be made at times when the pupils are not on the premises. To ensure the smooth running of the school, visitors may be turned away if an appointment has not been made.

## Signing in and out

All visitors must sign in and out at Reception. Professionals visiting our school will be asked for identification and DBS number. Visitors will be given a visitor's badge – which should be worn at all times and returned to the office before they leave.

This procedure is followed on both safeguarding and fire safety precautions grounds.

Please ensure that you notify Reception upon entry to the building if you or a member of your group will need assistance in the event of an emergency evacuation.

## Health and Safety

Emergency Procedures:

- Visitors will be notified if there is a planned fire drill
- There are several fire exits around our school, all of which are clearly marked with signs. Please use the nearest available exit to leave the building.
- We have one Fire Assembly Point – inside KS1 yard - adjacent to the car park.
- If you are a professional visiting school to do one- to-one work with a child, please ensure that the child you are working with exits the building with you in the event of a fire.
- When/if the alarm sounds:
  - Leave the building at the nearest Fire Exit
  - Do not stop to collect your belongings
  - Do not attempt to fight the fire yourself
  - Leave the building as quickly and calmly as possible
  - Assemble at the designated Fire Assembly Point (1)
- Do not return to the building unless instructed by the Headteacher/Caretaker or Business Manager
- The electronic signing in system is used as a register to establish that all visitors are safely out of the building. Therefore, it is very important that you sign in/out every time you enter/leave the building, using an accurate time.
- Class teachers will escort their classes out of the building and carry out a roll call to ensure all children are accounted for.

## Car Parking

We have limited car parking available. Therefore, we ask all visitors to park considerately and within the bay markings. Please ensure you enter your registration number on the system when you sign into the building.

Parents, visitors and staff are not to park outside on the zig zag lines or the pavement outside the school. The high number of children entering and exiting school means that we need to manage parking carefully to ensure that it is safe. There are two allocated spaces for anyone who is a person who is registered for disabled parking.

## Smoking/Vaping

Chilton Academy is a No Smoking/vaping site, which includes the grounds as well as the buildings. Anyone found to be smoking or vaping on school grounds will be asked to put the cigarette out or not to vape– however if this is refused they will be asked to leave the site.

## Mobile Phones

These may not be used in school. If you do bring a phone into school, please switch it off for the duration of your visit.

