BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

Rectory Gardens
Worthing
West Sussex
BN14 7TQ

TEL 01903 235389
EMAIL office@broadwaterce.org

Headteacher: Mr Aaron Morrissey

www.broadwaterce.org

Notes for any visitor to the school including: Contractors, West Sussex staff, Supply Teachers, Peripatetic Teachers, Students, 1-1 Tutors and Volunteers

Please be vigilant and read the safeguarding statement on entry. If you are visiting the school on a regular basis you will receive safeguarding information and training.

Entering the school:

- All visitors must enter via the main entrance only.
- All visitors must sign in via the electronic system in the entrance.

Hygiene:

- Anti-bac hand sanitizers are situated throughout the school. Please use on entering and exiting the school, before and after working with a child /group of children.
- Regularly wash hands throughout the time spent in school.

Movement around the school:

- Use allocated rest room facilities.
- If eating, follow school representative's safety guidance e.g. allergies awareness – nut free school.
- Volunteers - please eat in teaching area or leave the school site. Please do not enter the staff room areas. The food technology room is available if you need somewhere to eat lunch.

Fire Safety:

- Please make yourself aware of your nearest fire exit. A school representative will support with this. In the event of a fire, please exit the building via the nearest exit and make your way to the assembly point on the field.
- In the event of evacuation or school Lockdown, please follow instructions from Senior members of staff.

Individual Needs:

- Please inform the Office (in advance or on arrival) if you have specific or individual needs, or require special access arrangements.

If you are working with children, you may need to follow further volunteer school guidance which will be provided on arrival.

If you have any questions, please ask at the office on arrival. You will be asked to sign the register to say that you have read this information.

Mrs Anna Corless
Deputy Headteacher