



# VISITOR INFORMATION



LATYMER UPPER  
& PREP SCHOOL

## WELCOME TO LATYMER PREP SCHOOL

The following guidelines explain our 'house rules' to all visiting guests and are intended to help you to make the most of your time at the School. The information is aimed at adults who are not members of staff, for example: parent helpers, volunteers, visiting speakers, job applicants, consultants and external tutors.

Latymer Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and guests to share this commitment. The health, safety and well-being of our pupils are of paramount importance to all the staff of the School. If you have any queries, please speak to the member of staff you are working with, otherwise please contact Victoria Penney (Deputy Principal and Designated Safeguarding Lead).

Thank you again and I hope that you have an enjoyable and productive time with us.

With best wishes,

**Andrea Rutterford**

Principal, Latymer Prep School

## **ARRIVING AT LATYMER**

When you arrive at the front of the School in Upper Mall you will be collected by our Receptionist and asked for photo ID. You will then be signed in and given a Visitor Pass. If required, please ensure that you have completed all necessary HR forms and returned them to the HR Department prior to your visit.

## **DISABLED VISITORS**

Visitors who are disabled are advised to inform the School in advance if they require special arrangements.

## **CANCELLATION**

Please contact the School as early as possible if you need to cancel your visit. Keep contact details of the member of staff you are visiting so that you can let them know.

## **ASK THE MEMBER OF STAFF YOU ARE VISITING:**

- Where you can safely leave coats and belongings.
- Directions to the nearest staff toilets (which are separate to pupils' facilities).
- The contact details for the member of staff you are working with.
- If you require access to the School's intranet, you will be required to sign our Acceptable Use Policy Agreement for Visitors and Contractors before being granted access.
- Fire: How to raise the alarm in the event of a fire and where your fire evacuation routes and assembly points are.

**Fire: On hearing the fire alarm, you will be escorted off the premises by the member of staff you are visiting to the South Playground to await further instructions.**

**Supervision during your time at the School:** Please remember that as you are in a school and may come into contact with our pupils, you will be escorted around the site at all times by a member of staff who has completed our recruitment and safeguarding checks.

## **SAFEGUARDING/CHILD PROTECTION**

It is mandatory for all visitors to Latymer Prep School to sign in on arrival and also to wear the Visitor Pass obtained from the Prep School Office. The Visitor Pass should be clearly visible on a red lanyard at all times. If you are not wearing it, you should expect to be challenged over your identity by a member of staff.

If you witness anything that you believe to be of concern relating to child welfare and safety, please go to the Prep School Office and ask to speak to our **Designated Safeguarding Lead (DSL) Victoria Penney**, (Deputy Principal) or, alternatively, contact her on tel: **020 7993 0061**. She will talk to you confidentially and is responsible for such matters, reporting directly to the Principal.

## **SAFEGUARDING CHECKS**

You will be required to provide ID on each visit and to confirm your identity. If your visits to the School become more regular, it is the School's policy to ask you to undergo safeguarding checks.

## **CONFIDENTIALITY**

Visitors will respect the need for confidentiality and will not discuss pupils or staff outside the School.

## **AT THE END OF YOUR VISIT**

A member of staff will take you back to the School Office at the end of your time with us. Once there, please make sure that you sign out and hand back your Visitor Pass before leaving.

## **CONTACT DETAILS**

**Andrea Rutterford**

Principal

020 7993 0061

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**Victoria Penney**

Deputy Principal/DSL

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**Charlotte Hurst**

Director of Studies

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