

Health and Safety

Report any spillage or health and safety concern immediately to a member of staff.

Please remember that at all times you are a guest of the school and must respect the School's policies and procedures.

Copies of our key policies are available by request and also on our website: www.autism.org.uk/sybilelgar

Infectious Conditions

Please do not come on site if you have any infectious conditions, such as CV-19 or norovirus, or if you have any symptoms, such as a raised temperature, rashes, vomiting.

We are a No Nut, No Sesame Seed School

First Aid



If during your visit you start to feel unwell or have an accident please contact a member of staff. We have fully trained first aiders on site. All accidents and near misses must be reported



Signing in and Security

You will be given a visitors pass on arrival. Please wear this at all times. You will be escorted by a member of staff. You will be required to sign in and out.

Vehicles are parked at owners risk please do not leave valuables in your car. We will not accept responsibility for any loss of personal property.

If you have any concerns about the running of the school you are also able to contact the confidential reporting hotline:

Safecall

0800 915 1571

E mail: Nas@safecall.co.uk

Chair of Local Advisory Board:

Helen Roberts

Helen.roberts@nas.org.uk

Director of Education:

Josh Fitzgerald

Josh.Fitzgerald@nas.org.uk

National Autistic Society

2nd Floor

Weston House

42 Curtain Road

London

EC2A 3NH

0207 833 2299



Keeping Everyone Safe



Important information for Visitors

Welcome to Sybil Elgar School

We hope you enjoy your visit

Please carefully read the information in this leaflet to help keep our children and yourself safe during your visit

The Sybil Elgar School,
Havelock Road
Southall UB2 4NY
sybil.elgarschool@nas.org.uk
www.autism.org.uk/sybilelgar

0208 813 9168

Principal: Chloe Phillips



Safeguarding

Respect Our Children

When with the children please turn off all mobile phones, recording devices and cameras or leave them in the office.



Please Do

- Respect our children and young people and always include them in any conversations
- Only use designated staff toilets

Please Do **not**

- use phones or take photos or recordings with personal devices.
- share images or comments on social media
- Have any potentially dangerous items with you such as lighters, scissors, medication
- be on your own with any of our children and young people.

For our children's and your safety you will always be accompanied around the building

The Senior Designated Safeguarding Lead (DSL) for the school is:

Lucy Burholt lucy.burholt@nas.org.uk

If you have any concerns about any of the children please inform the DSL immediately. If Lucy is not available Reception will have the details of the delegated person for that day. If you see any staff treating our children in a way that concerns you please contact Chloe or Lucy. Alternatively you can contact the LADO, Director of Education, NSPCC or OFSTED.

The Local Area Designated Officer (LADO) for Safeguarding Ealing is
Vincent Mitchell

and can be contacted on
asv@ealing.gov.uk 020 8825 8930

All of our children are autistic. They may behave in ways that you find unusual. If you are concerned about a child's behaviour please discuss this with a member of staff, do not deal with it yourself.

See the manager or DSL if you have any concerns or questions. We work in a transparent way and always welcome

Fire alarm Fire procedures

All visitors. Staff and children must respond to a fire alarm.



Keep calm and do not run.

Leave by the nearest exit. Staff will supervise the evacuation of school to the designated assembly point.

Once at the assembly point speak to a member of staff so they can report that you are safe.

Do not return to the building until instructed to do so.

Discovering a fire

Sound the fire alarm by breaking the glass at the nearest call point.

Evacuate the building from the nearest exit.

Speak to a member of staff who will direct you to the Fire marshal in order to report the fire and its location.

